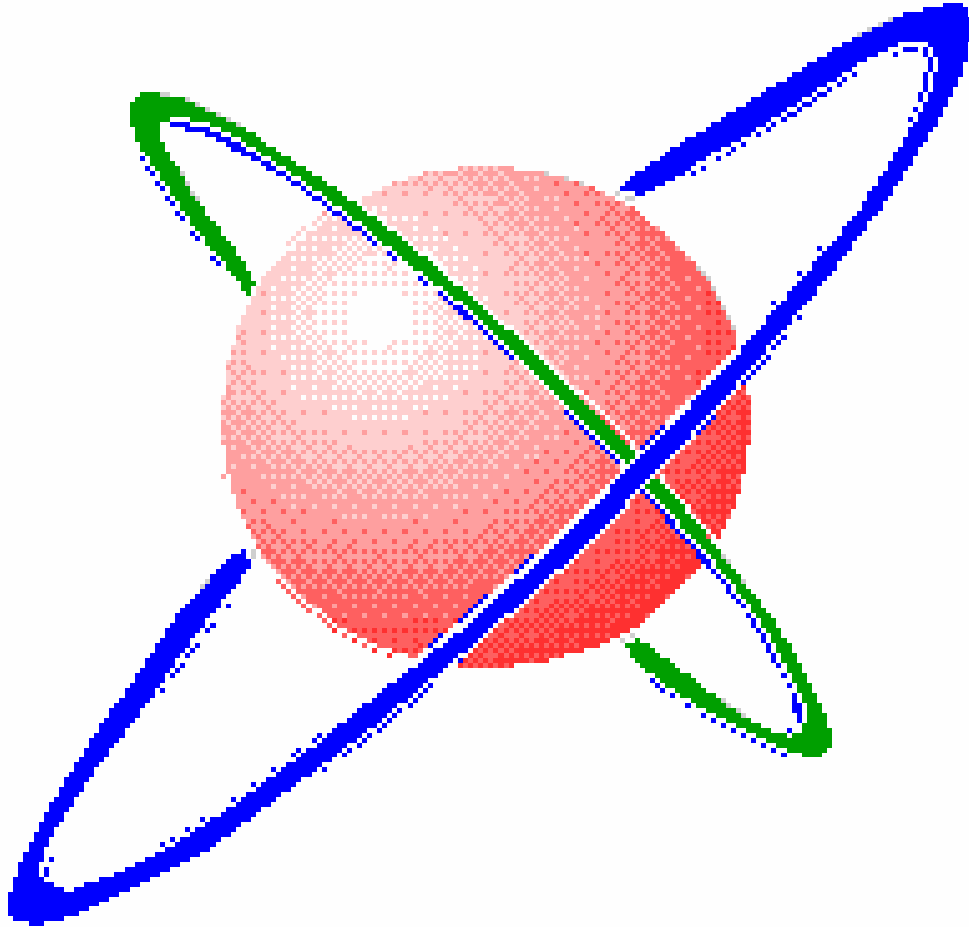

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



ATOMS 2000, version 3.0

EFFECTIVITY: Web ATOMS, version 3.0 replaces all earlier versions of the ATOMS 2000 ATFUG.

DISTRIBUTION STATEMENT: Distribution authorized to US Government agencies and their contractors for administrative or operational use.

RECOMMENDED CHANGE: Recommended changes shall be sent to the AAC/ENL, Technical Order Training Team, 102 West D Avenue, Bldg 11, Suite 160, Eglin AFB FL 32542-6808

DISCLAIMER: The contents of this Instructional Guide are valid as of the date of publication. To ensure the most up to date instructions are used, view the latest version available on the World Wide Web at the following URL:
<https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-LG-TO-HP>.

22 MARCH 2007

EFFECTIVE SECTION CHANGES

EFFECTIVE SECTION CHANGES PAGE – 26 MARCH 2007

INDEX – 22 MARCH 2007

SECTIONS

- 1. 22 MARCH 2007**
- 2. 22 MARCH 2007**
- 3. 22 MARCH 2007**
- 4. 22 MARCH 2007**
- 5. 22 MARCH 2007**
- 6. 22 MARCH 2007**
- 7. 22 MARCH 2007**
- 8. 22 MARCH 2007**
- 9. 22 MARCH 2007**
- 10. 22 MARCH 2007**
- Appendix A 22 MARCH 2007**
- Appendix B 22 MARCH 2007**
- Appendix C 26 MARCH 2007**
- Appendix D 10 APRIL 2007**

***OTHER TECHNICAL ORDER TRAINING SPECIALIST
(TOTS) TEAM MATERIAL**

N/A

Web ATOMS v 3.0 FUNCTIONAL INFORMATION

1. Request An Account
2. Subaccounts, Setting Up and Maintaining
3. Edit TO's, Managing TO's in Web ATOMS
4. Building and Sending Orders
5. Receipt of TO's
6. Master TO Report
7. Distribution Report
8. Transferring and Combining Subaccount Data
9. Reconcile ARR
10. Preferences

Appendix A: Data Migration

Appendix B: Working with Reports in Excel and Word

Appendix C: Air Force Portal Information

Appendix D: Data Migration Subaccounts

Key for arrows:

Solid line denotes a task that will be completed 

Dotted line denotes an informational note

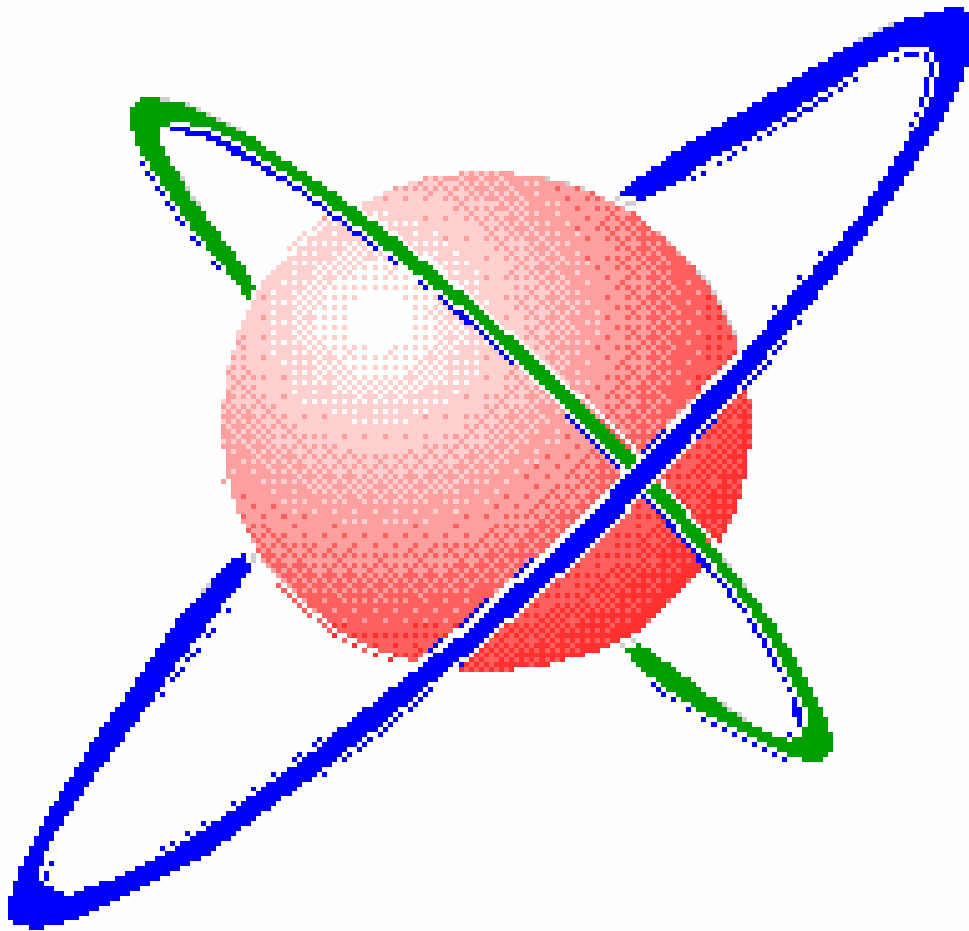
Steps with only one action will not be numbered, but will contain an arrow pointing to the location of the step

Steps with more than one action will be numbered and the numbered step will match the numbered arrow pointing to the location of the step

Notes will be italic and underlined and maybe be combined in the same box as action steps

Note: Please remember that all screen captures were done at the administrative level and there will be menu features available in this guide that are not available at the TODO level.

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



1. Requesting Account

Having problems with your TO account, contact aac.wmbc.jcalsadmin@eglin.af.mil for assistance.

Requesting Account

The following Training Aid was developed to provide visual instructions for requesting an account for Web ATOMS. This material is intended to provide users with the minimal requirements necessary to request an account to access Web ATOMS. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

Note: the URL in this guide is based on testing, DO NOT USE THIS URL

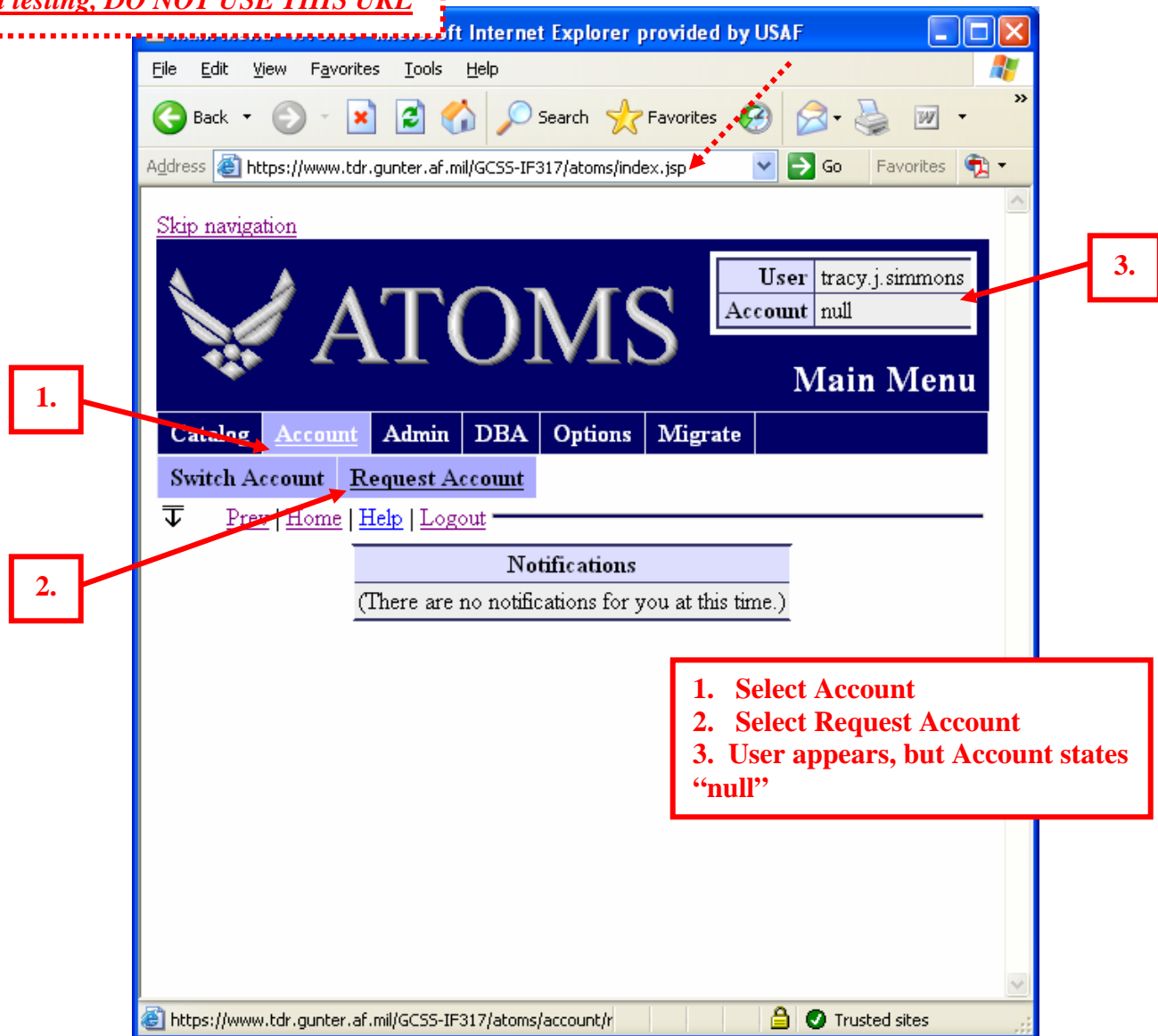


Figure 1


Request Account - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/account/request.jsp> Go Favorites

[Skip navigation](#)



ATOMS

User	tracy.j.simmons
Account	null

Request Account

Catalog Account Admin DBA Options Migrate

[Prev](#) | [Home](#) | [Help](#) | [Logout](#)

Email address	<input type="text" value="tracy.simmons2.ctr@eglin.af.mil"/>	(So you can be notified when the account is approved.)
Account Number	<input type="text" value="F*18H7"/>	(If your Account Number has not yet been assigned or you do not know your Account Number, leave blank or enter "?".)

1. Enter your e-mail address

2. Enter your JCALS account number

3. Select Request Account

Trusted sites

Figure 2

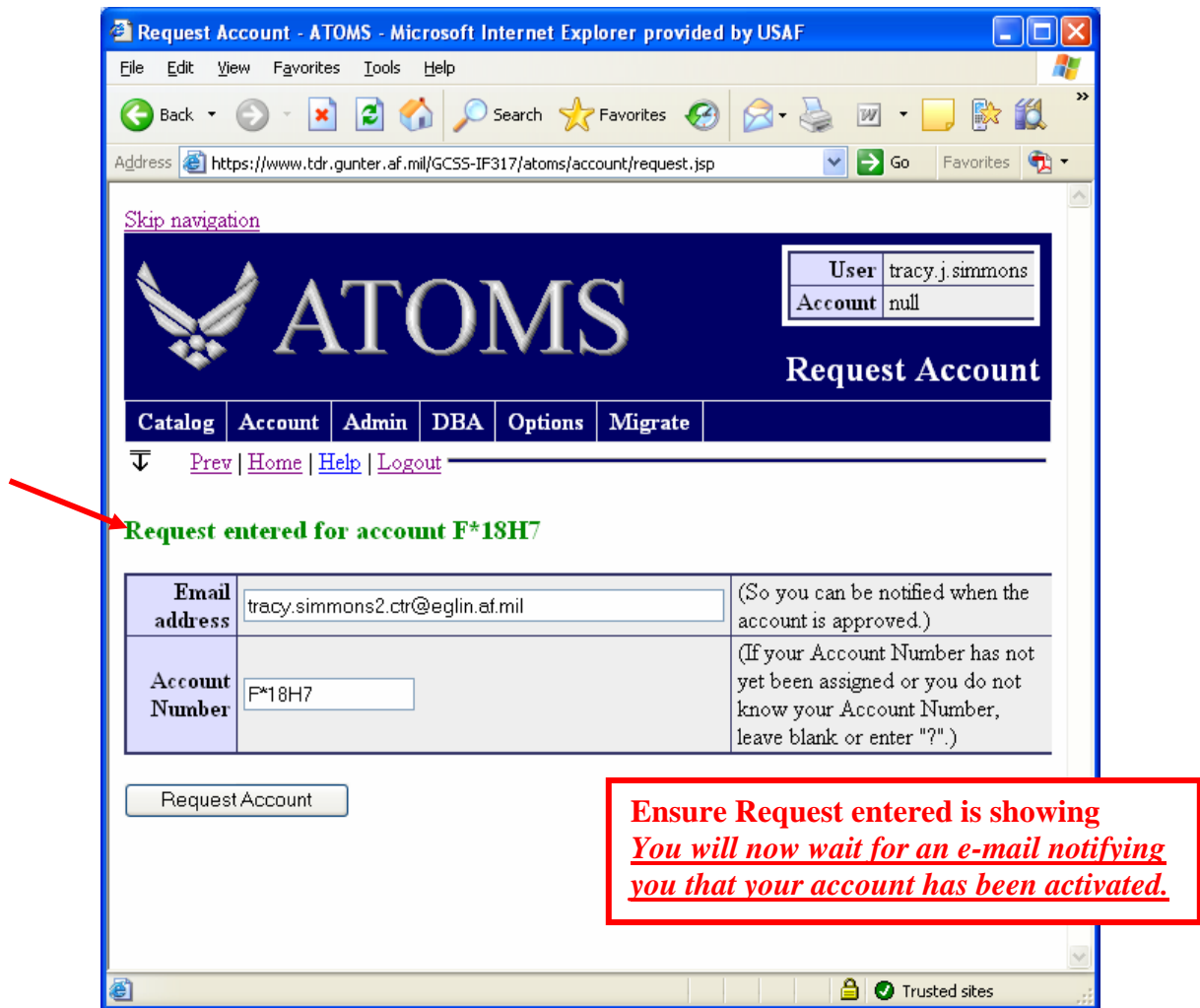
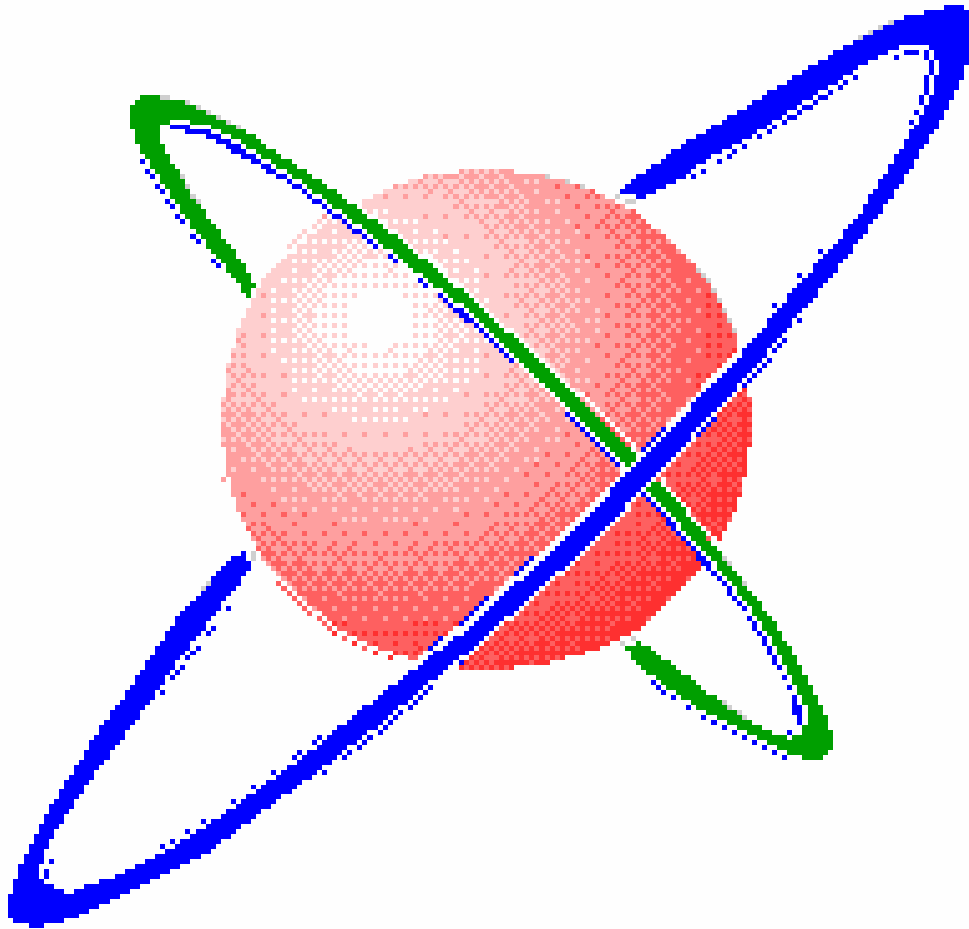


Figure 3

BLANK PAGE

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



2. SUB-ACCOUNTS, SETTING UP AND MAINTAINING

Having problems with your TO account, contact aac.wmbc.jcalsadmin@eglin.af.mil for assistance.

SUB-ACCOUNTS, SETTING UP AND MAINTAINING

The following Training Aid was developed to provide visual instructions for setting up your sub accounts for Web ATOMS. This material is intended to provide users with the minimal requirements necessary to set up their sub accounts. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.



Figure 1


Sub-Accounts - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/account/subs.jsp> Go Favorites

Skip navigation



User: tracy.j.simmons

Account: F*18H7

Sub-Accounts

[Catalog](#)
[Account](#)
[Orders](#)
[Review](#)
[Reports](#)
[Admin](#)
[DBA](#)
[Options](#)
[Migrate](#)

[Edit TO](#)
[Edit Need](#)
[Send Order](#)
[Record Receipt](#)
[Distribution Report](#)
[Master TO Report](#)

[Prev](#) | [Home](#) | [Help](#) | [Logout](#)

Office			Contact							
Account	MAJCOM	Base	AF Portal ID	Precedence	Authorized Access	Name	Email	Comm Phone	DSN Phone	
F*18H7			tracy.j.simmons	P	Y	Tracy Simmons	tracy.simmons2.ctr@eglin.af.mil	850-883-3052	873-3052	A
(Add Sub-Account)			(Add Contact)							

[https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/common/genedit2.jsp?file=office](#) Trusted sites

Figure 2


Office - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/common/genedit2.jsp?file=office> Go Favorites

[Skip navigation](#)



ATOMS

User: tracy.j.simmons
Account: F*18H7

Catalog Account Orders Review Reports Admin

Edit TO Edit Need Send Order Recor

[Prev](#) | [Home](#) | [Help](#) | [Logout](#)

Account	01 QA
MAJCOM ID	AFMC: Air Force Materiel Command
Base ID	Eglin: Eglin AFB FL
TODO Code	N/A
Parent	
Scope	Private
CO Email	

Add

Trusted sites

1. Enter Account name or number
Note: You can enter either a name, number or both. In order to keep them numerical, you will need to place zeros in front of single digit numbers
2. Enter MAJCOM
3. Enter Base ID
4. Select Add

Figure 3


Sub-Accounts - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/account/subs.jsp> Go Favorites

Skip navigation



User: tracy.j.simmons

Account: F*18H7

Sub-Accounts

Catalog Account Orders Review Reports Admin DBA Options Migrate

Edit TO Edit Need Send Order Record F

Prev Home Help Logout

Office			Contact							
Account	MAJCOM	Base	AF Portal ID	Precedence	Authorized Access	Name	Email	Comm Phone	DSN Phone	
F*18H7			tracy.j.simmons	P	Y	Tracy Simmons	tracy.simmons2.ctr@eglin.af.mil	850-883-3052	873-3052	A
01 QA	AFMC	Eglin								
(Add Sub-Account)			(Add Contact)							

<https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/account/editcontact.jsp> Trusted sites

1. Ensure the Sub-Account has been entered
2. Select (Add Contact)

1.

2.

Figure 4

Contact - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/account/editcontact.jsp?keyvalues=%2C&newpersonid=tracy.j.simm> Go Favorites

Catalog Account Orders Review Reports Admin DBA Options Migrate

Edit TO Edit Need Send Order Record Receipt Distribution Report Master TO Report

Prev Home Help Logout

Account	01 QA
AF Portal ID	tracy.j.simmons
Assign Date	14 Feb 2007
Primary	<input type="checkbox"/>
Authorized Access	<input type="checkbox"/>
Name	Tracy Simmons
Email	tracy.simmons2.ctr@eglin.af.mil
Comm Phone	850-883-3052
DSN Phone	873-3052
Office	AAC/ENL
Building	11
Address	102 W D Ave Bldg 11 Suite 160 Eglin AFB FL 32542
Clearance	T
Train Date	29 Jan 2007

Add

Done Trusted sites

1. Enter the desired Sub-Account
2. Enter contacts USAF Portal user name
Note: If a person has previously been added to Web ATOMS you will need to use the browse feature
3. Enter date user assigned as contact
4. Check if contact is primary on account if an alternate leave blank
5. Place a check mark in Authorized Access (if you want the subaccount to have control of subaccount information)
6. Enter contact name
Cont in figure 6

Figure 5

Contact - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print W Yellow Star Add Favorites Go Favorites

Address https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/account/editcontact.jsp?keyvalues=%2C&newpersonid=tracy.j.simmons Go Favorites

Catalog Account Orders Review Reports Admin DBA Options Migrate

Edit TO Edit Need Send Order Record Receipt Distribution Report Master TO Report

Prev Home Help Logout

Account	01 QA
AF Portal ID	tracy.j.simmons
Assign Date	14 Feb 2007
Primary	<input type="checkbox"/>
Authorized Access	<input type="checkbox"/>
Name	Tracy Simmons
Email	tracy.simmons2.ctr@eglin.af.mil
Comm Phone	850-883-3052
DSN Phone	873-3052
Office	AAC/ENL
Building	11
Address	102 W D Ave Bldg 11 Suite 160 Eglin AFB FL 32542
Clearance	T
Train Date	29 Jan 2007

Add

Done Trusted sites

8. Enter contact e-mail address
 9. Enter contact commercial phone number
 10. Enter contact DSN phone number
 11. Enter contact office symbol
 12. Enter contact building number
 13. Enter contact mailing address
 14. Enter contact Security Clearance
 15. Enter contact Train Date
 16. Select Add if new contact or update if making changes to contact information
- Note: Ensure you update the information on the primary account holder as well. When you requested the account, it pulled as much data as was in the AF Portal. You will need to fill in what was not available.

Figure 6


Sub-Accounts - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail W Yellow Star Add Favorite User Profile

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/account/subs.jsp> Go Favorites

Skip navigation



User: tracy.j.simmons
Account: F*18H7

1. Ensure the contact data has been entered
2. Select Home

Catalog Account Orders Review Reports Admin DBA Options Migrate

Edit TO Edit Need Send Order Record Receipt Distribution Report Master TO Report

Press Home Help Logout

Office			Contact							
Account	MAJCOM	Base	AF Portal ID	Precedence	Authorized Access	Name	Email	Comm Phone	DSN Phone	
F*18H7			tracy.j.simmons	P	Y	Tracy Simmons	tracy.simmons2.ctr@eglin.af.mil	850-883-3052	873-3052	A
01 QA	AFMC	Eglin	tracy.j.simmons	A	N	Tracy Simmons	tracy.simmons2.ctr@eglin.af.mil	850-883-3052	873-3052	A
(Add Sub-Account)			(Add Contact)							

Done Trusted sites

Figure 7

Authorize Access for Subaccounts

Note: This is how your subaccount window will look if you Authorize Access to your subaccounts. At this point you will be able to view the subaccount information, but you will not be able to make changes to the subaccounts information. The only exception to this is when a subaccount forwards an order; you will either approve it, adjust it, or disapprove it.

Subscribe/Onhand - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Address <https://www.tdr.gunter.af.mil/GC55-1F317/atoms/order/kahuna.jsp>

Subscribe/Onhand

Catalog Account Orders Review Reports Admin DBA Options Migrate

Edit TO Edit Need Send Order Record Receipt Distribution Report Master TO Report

Prev Home Help Logout

TO Number 1-1-XXX-1

Subscribed Sub-Accounts only ☐ Read

TO Num	Scope	TCTO Header	Orderable	Pub Status	Avail for Distrib	Max Issue Qty	Sponsor Approval
1-1-XXX-1	G	N	Y	A	Y	10	Y

Update Subscription quantities to create or change subscriptions. Update Onhand quantities for Stock Actions (i.e. receipt not against a transaction).

1-1-XXX-1				Sub-Account		
				01 QA	02 Engine Shop	03 Paint Shop
Subscription (ID)				0	0	0
Increment	Pub Date	Inc Status	Specific	On Hand		
Chg 1 (paper)	01 Feb 2003	A	<input type="checkbox"/>	0	0	0
Basic (paper)	01 Jan 2003	A		0	0	0

Sponsor Approval / MIQ Justification

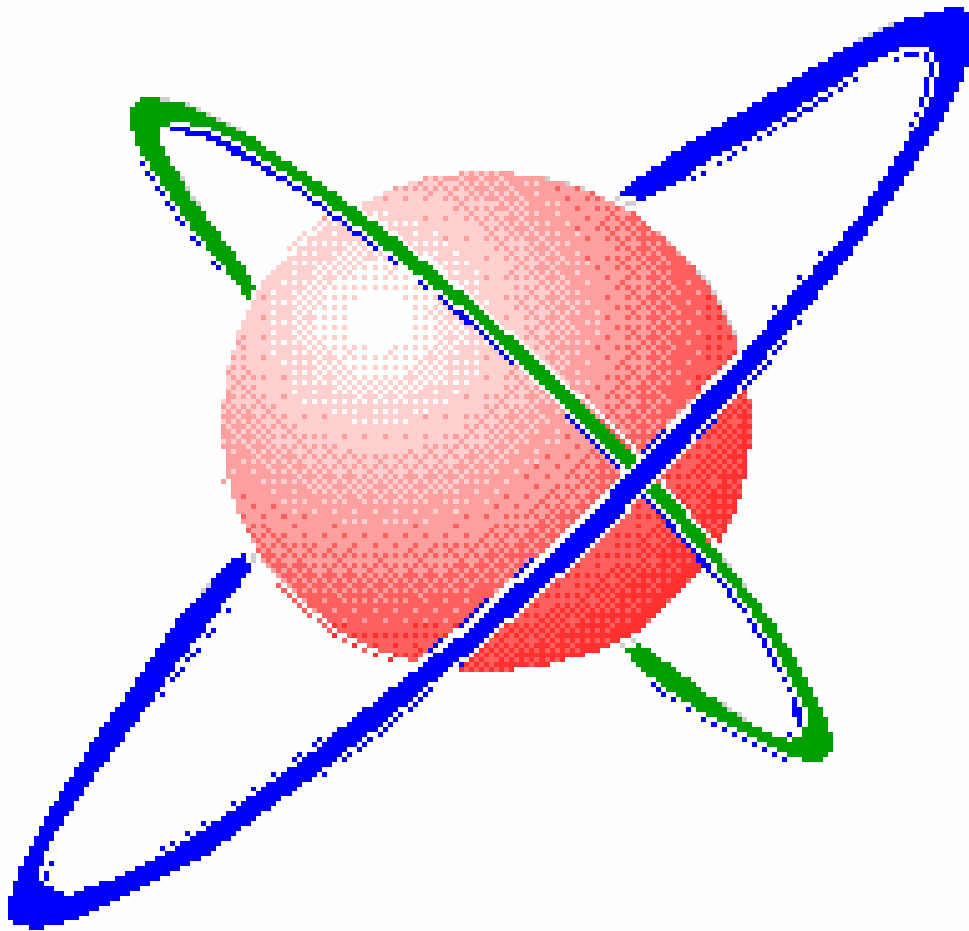
Not required

Trusted sites

Figure 8

Having problems with your TO account, contact aac.wmbc.icalsadmin@eglin.af.mil for assistance.

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



3. EDIT TOs, MANAGING TOs IN YOUR Web ATOMS

Having problems with your TO account, contact aac.wmbc.jcalsadmin@eglin.af.mil for assistance.

EDIT TOs: MANAGING TOs IN YOUR DATABASE

The following Training Aid was developed to provide visual instructions for managing TOs in your Web ATOMS program. This will include going on subscription for TOs as well as requisitioning TOs. This material is intended to provide users with the minimal requirements necessary to add basic TOs, as well as changes, supplements, revisions, and TCTOs to your database. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

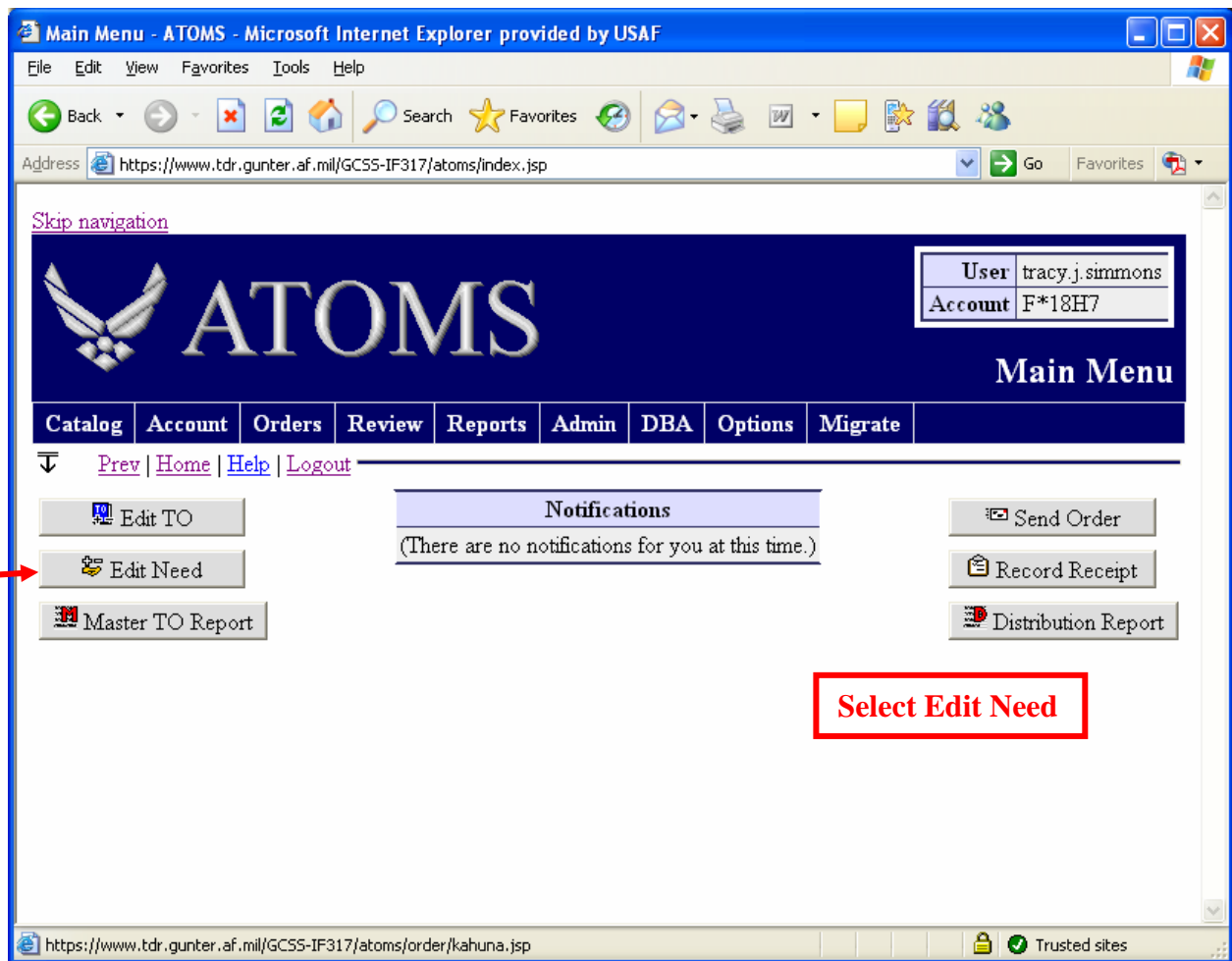


Figure 1

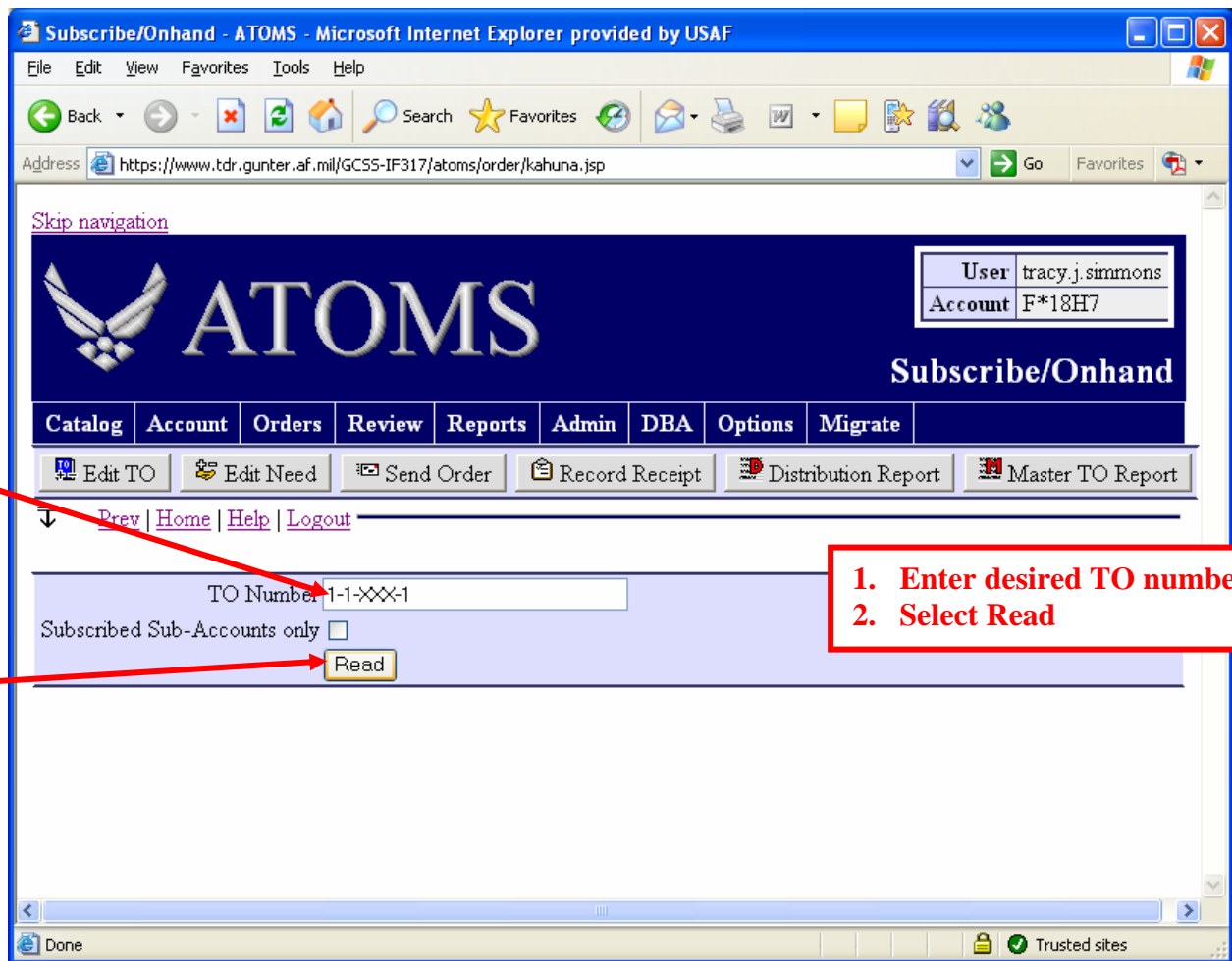


Figure 2

Subscribe/Onhand - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail New Window

Address <https://www.tdr.gunter.af.mil/GC55-IF317/atoms/order/kahuna.jsp> Go Favorites

Update Subscription quantities to create or change subscriptions. Update Onhand quantities for Stock Actions (i.e. receipt not against a transaction).

1.

1-1-XXX-1				Sub-Account		
				01 QA	02 Engine Shop	03 Paint Shop
Subscription (ID)				1	1	2
Increment	Pub Date	Inc Status	Specific	On Hand		
Chg 1 (paper)	01 Feb 2003	A	<input type="checkbox"/>	0	0	0
Basic (paper)	01 Jan 2003	A		0	0	0

2.

Sponsor Approval / MIQ Justification	
Required	
Test	

1. Enter each sub-accounts TOs
2. For sponsor approval TOs enter justification
3. Select Update

TO Notes	

3.

[Increment Notes](#)

Update

If this TO is currently unbalanced, click the Update button to create a requisition for the missing books.

Done Trusted sites

Figure 3

Subscribe/Onhand - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail New Window

Address <https://www.tdr.gunter.af.mil/GC55-IF317/atoms/order/kahuna.jsp> Go Favorites

Sponsor Approval / MIQ Justification

Required

Test

TO Notes

Increment Notes

Update

If this TO is currently unbalanced, click the Update button to create a requisition for the missing books.

Transactions

Click on Doc Num to record receipt.

Doc Num	TO Num	Increment	Qty	Qty Received	Demand	Sent	Status	Status Date	JCALs Doc Num	Cancel	Close
F*18H770455001	1-1-XXXX-1		4	0	*	U					
F*18H770455002	1-1-XXXX-1		4	0	N	U					

Trusted sites

Ensure information has transaction numbers assigned
Note: Continue this for all required TOs, once all TOs entered you can return to the home page


Figure 4

Making Changes to ID Quantities

Main Menu - ATOMS - Microsoft Internet Explorer provided by USAF

Address: <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/index.jsp>

Skip navigation




ATOMS


User	tracy.j.simmons
Account	F*18H7


Main Menu

Catalog	Account	Orders	Review	Reports	Admin	DBA	Options	Migrate
Tech Orders	Subscribe/Onhand	Subscription List	Zero Subscriptions	TOs w/ Rejects				
Transactions	Order List	Receipt	Receive Forward	Send Orders				

[Prev](#) | [Home](#) | [Help](#) | [Logout](#)

 Edit TO

 Edit Need

 Master TO Report

Notifications

(There are no notifications for you at this time.)

1. Select Orders
2. Select Subscribe/On-hand

Figure 5

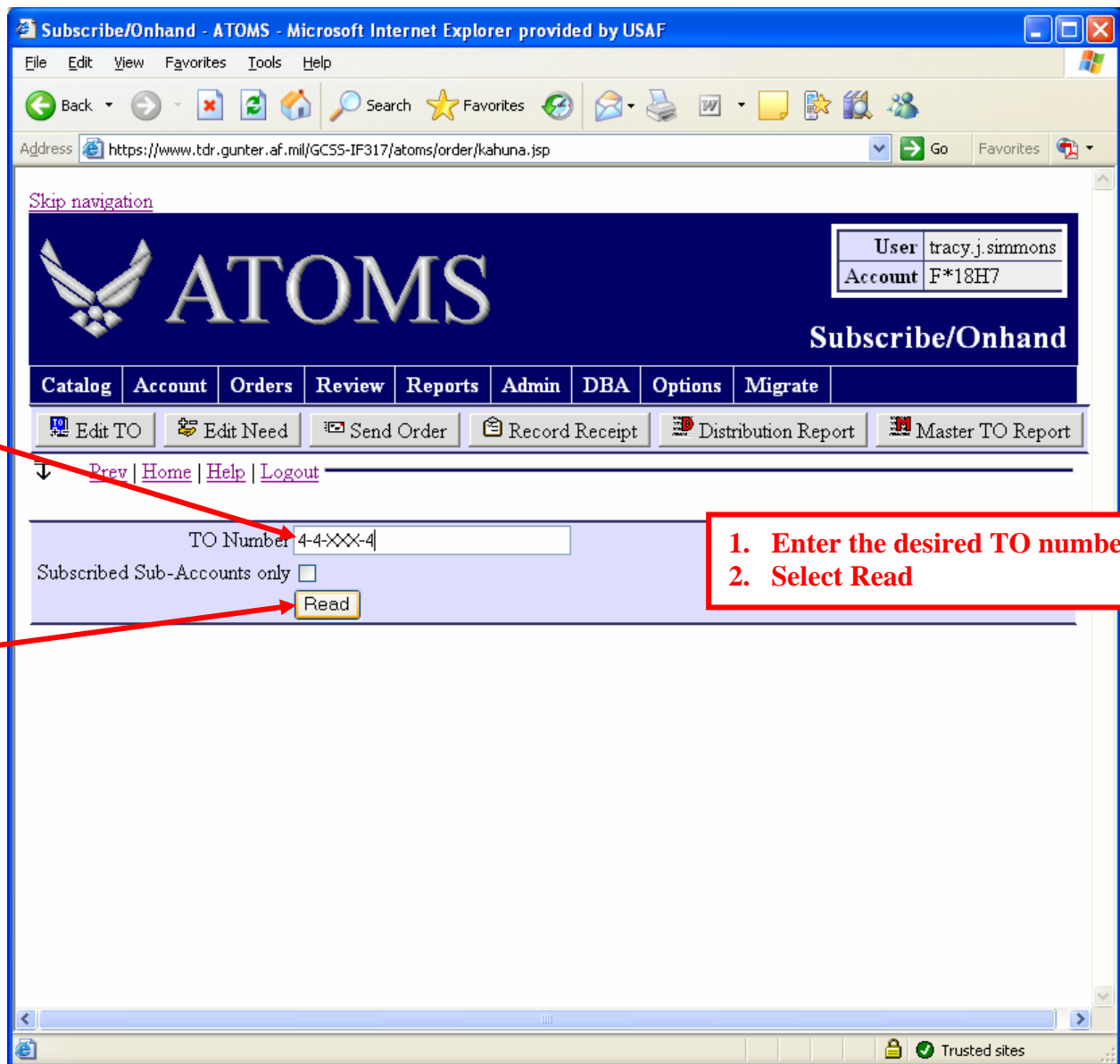


Figure 6

Subscribe/Onhand - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail Wordpad New Window

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/kahuna.jsp> Go Favorites

Read

TO Num	Scope	TCTO Header	Orderable	Pub Status	Avail for Distrib	Max Issue Qty	Sponsor Approval
4-4-XXX-4	G	N	Y	A	Y	10	N

Update Subscription quantities to create or change subscriptions. Update Onhand quantities for Stock Actions (i.e. receipt not against a transaction).

4-4-XXX-4				Sub-Account		
				01 QA	02 Engine Shop	03 Paint Shop
Subscription (ID)				1	1	2
Increment	Pub Date	Inc Status	Specific	On Hand		
Rev 5 (paper)	01 Feb 2007	A		0	0	0
Rev 4 (paper)	12 Jan 2007	A		0	0	0
Rev 3 (paper)	02 Nov 2006	S		0	0	0

MIQ Justification

Not required

TO Notes

Trusted sites

Note: Current information for TO is displayed to include all Subscriptions, On-hand Quantities, and Transactions (Transactions in continuation of this fig)

Figure 7

Subscribe/Onhand - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail New Window New Tab

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/kahuna.jsp> Go Favorites

TO Notes

[Increment Notes](#)

If this TO is currently unbalanced, click the Update button to create a requisition for the missing books.

Transactions

Click on Doc Num to record receipt.

Doc Num	TO Num	Increment	Qty	Qty Received	Demand	Sent	Status	Status Date	JCALs Doc Num	Cancel	Close
F*18H770455008	4-4-XXXX-4		4	0	*	S					
F*18H770455009	4-4-XXXX-4		4	0	N	S					<input type="checkbox"/>

Trusted sites

Note: Continuation of Fig 7

Figure 8

Subscribe/Onhand - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail W Word Excel PowerPoint Outlook

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/kahuna.jsp> Go Favorites

TO Notes

Increment Notes

Update

Note: All changes are made, new transactions have been added, and you will need to send an order to allow JCALS to receive this information

If this TO is currently unbalanced, click the Update button to create a requisition for the missing books.

Transactions

Click on Doc Num to record receipt.

Doc Num	TO Num	Increment	Qty	Qty Received	Demand	Sent	Status	Status Date	JCALs Doc Num	Cancel	Close
F*18H770455008	4-4-XXXX-4		4	0	*	S					
F*18H770455009	4-4-XXXX-4		4	0	N	S					<input type="checkbox"/>
F*18H770455010	4-4-XXXX-4		8	0	*	U					
F*18H770455011	4-4-XXXX-4		4	0	N	U					

Done Trusted sites

Figure 10

Subaccounts Authorized Access

Note: The following information include the steps required for a subaccount to create a subscription and requisition if you have authorized access to a subaccount

1.

2.

1. Select Order
2. Select Subscribe/On hand
Note: We are logged on as a subaccount; notice the subaccount number in the account block

Figure 11

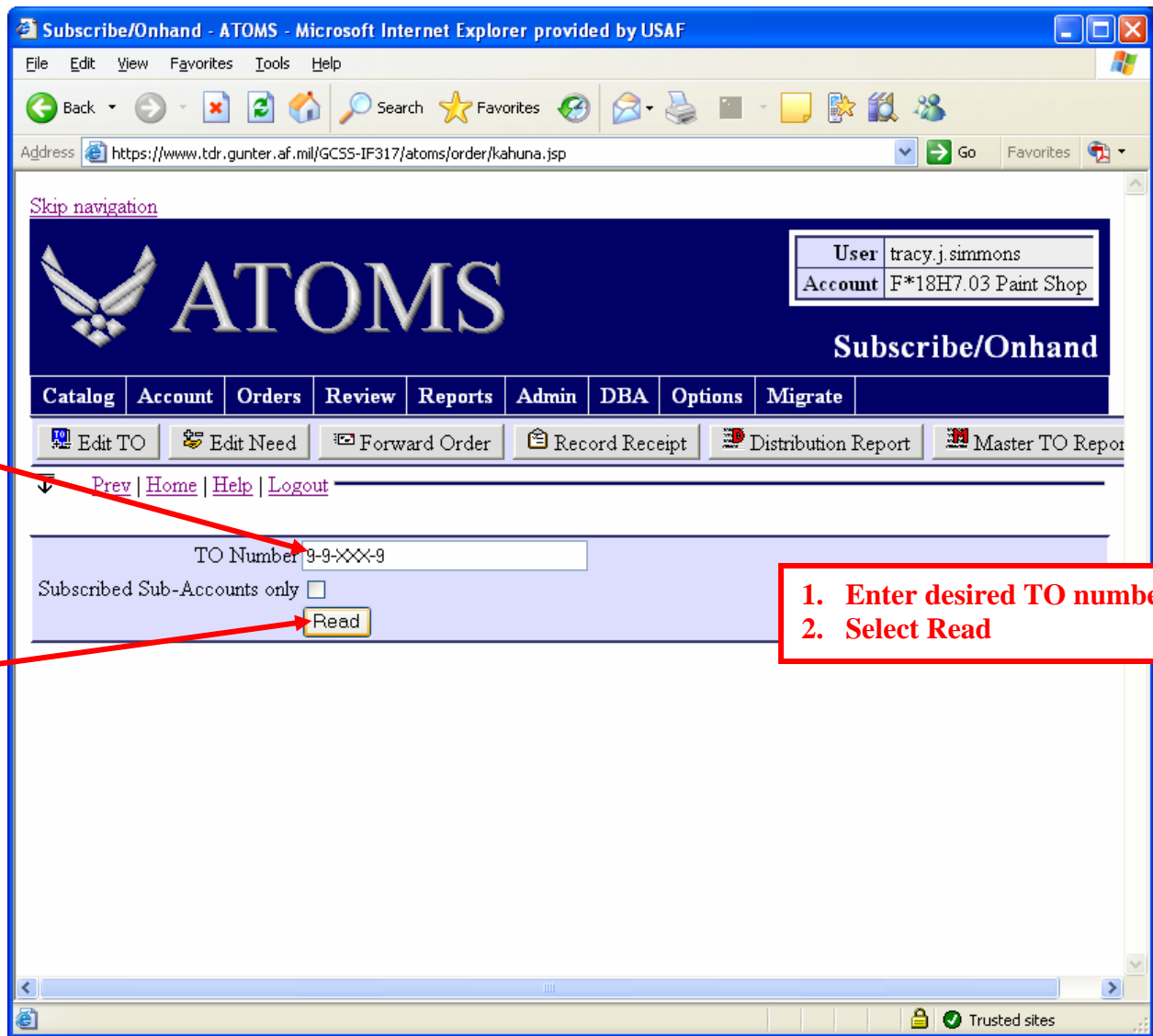


Figure 12

1.

2.

3.

1. Enter desired number of books
2. Enter any required information
3. Select Update

The screenshot shows a Microsoft Internet Explorer window titled "Subscribe/Onhand - ATOMS - Microsoft Internet Explorer provided by USAF". The address bar shows the URL "https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/kahuna.jsp". The page content includes a form for updating subscription quantities. A red box with the number "1." has an arrow pointing to the "On Hand" input field in the table. A red box with the number "2." has an arrow pointing to the "Sponsor Approval / MIQ Justification" text area. A red box with the number "3." has an arrow pointing to the "Update" button. A separate red box on the right contains the instructions: "1. Enter desired number of books", "2. Enter any required information", and "3. Select Update".

9-9-XXX-9		Sub-Account		
		Lib		
Subscription (ID)				
Increment	Pub Date	Inc Status	Specific	On Hand
Chg 1 (paper)	08 Nov 2006	A	<input type="checkbox"/>	0
Basic (paper)	04 Jul 2006	A		0

Sponsor Approval / MIQ Justification

Required

Test

TO Notes

Increment Notes

Update

Figure 13

Subscribe/Onhand - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail New Tab

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/kahuna.jsp> Go Favorites

Required

Test

TO Notes

Increment Notes

Update

If this TO is currently unbalanced, click the Update button to create a requisition for the missing books.

Transactions

Click on Doc Num to record receipt.

Doc Num	TO Num	Increment	Qty	Qty Received	Demand	Sent	Status	Status Date	JCAL S Doc Num	Cancel	Close
F*18H7.03 Paint Shop70455001	9-9-XXX-9		4	0	*	U					
F*18H7.03 Paint Shop70455002	9-9-XXX-9		4	0	N	U					

Done Trusted sites

Ensure transactions are created
Note: As a subaccount you must now Forward Order. This will ensure your TODO receives the order for processing

Figure 14

Orders Received From a Subaccount

Note: The following steps are for a TODO that receives an order from one of its assigned subaccounts

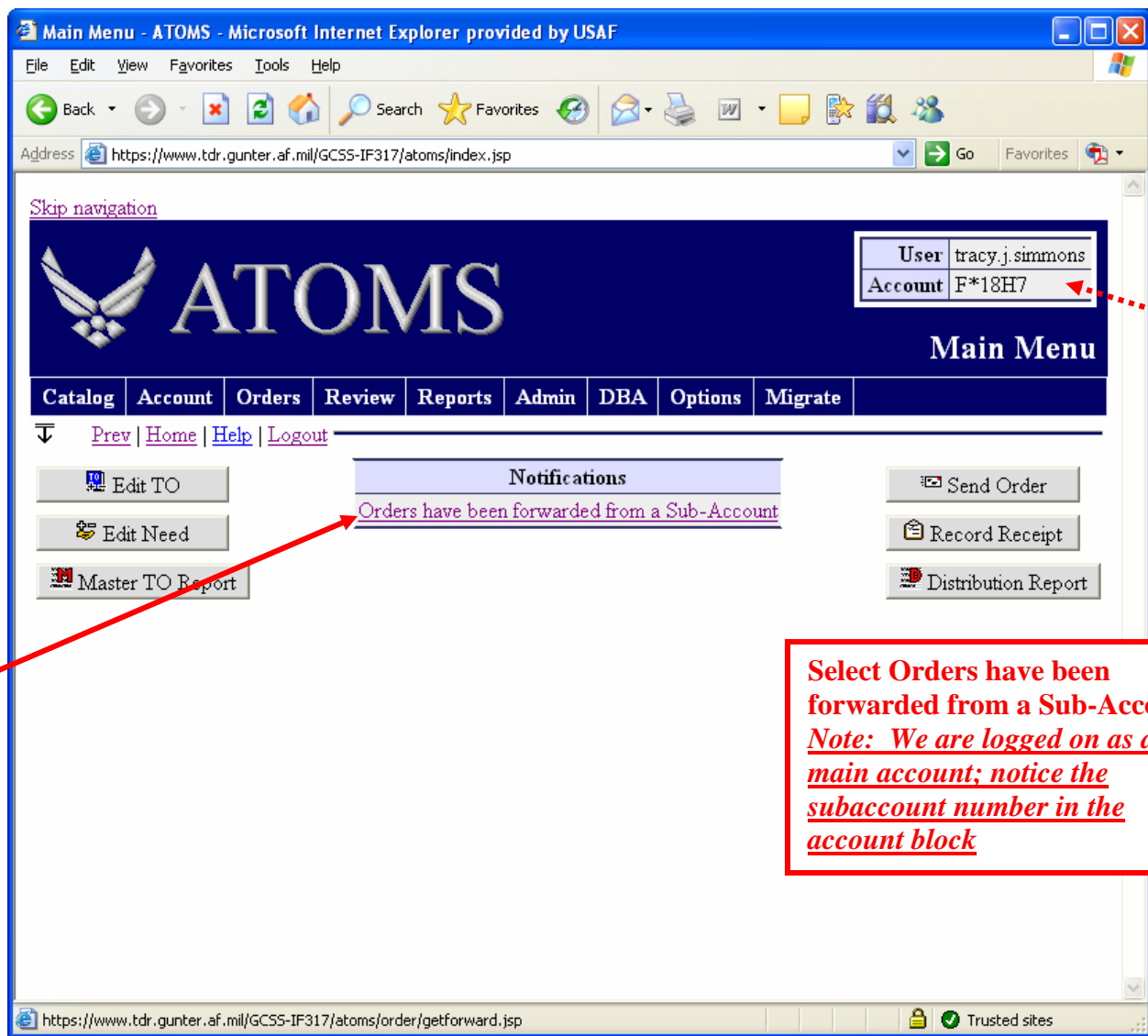



Figure 15

Receive Forwarded Orders - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/getforward.jsp> Go Favorites

Skip navigation



User: tracy.j.simmons

Account: F*18H7

ATOMS

Receive Forwarded Orders

[Catalog](#)
[Account](#)
[Orders](#)
[Review](#)
[Reports](#)
[Admin](#)
[DBA](#)
[Options](#)
[Migrate](#)

[Edit TO](#)
[Edit Need](#)
[Send Order](#)
[Record Receipt](#)
[Distribution Report](#)
[Master TO Report](#)

[Prev](#)
[Home](#)
[Help](#)
[Logout](#)

SubAccount	TO Num	Current Subscription	Want Subscription	Disposition				Adjusted Subscription	Justification
				Accept	Reject	Adjust	Hold		
03 Paint Shop	9-9-XXXX-9 0		4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4	Test

SubAccount	TO Num	Increment	Onhand	Stock Action	Disposition		
					Accept	Reject	Hold
No forwarded stock actions awaiting approval							

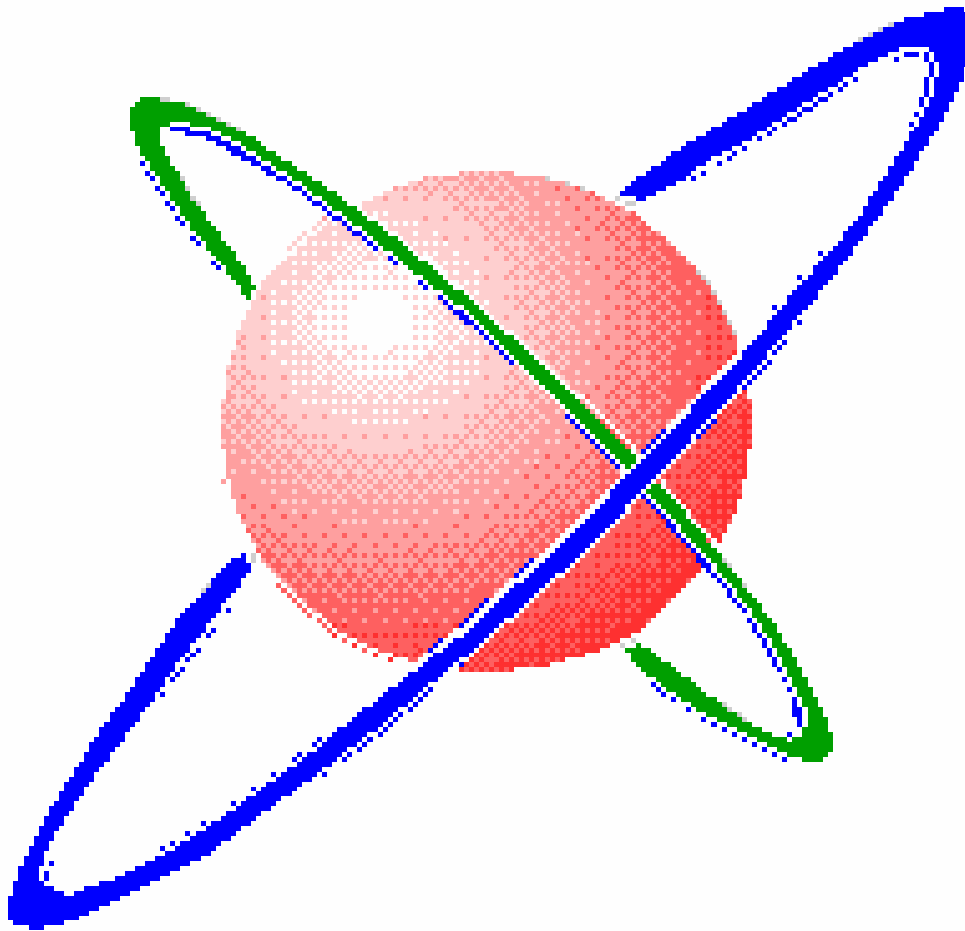
Done Trusted sites

You may now choose from the options available

Note: Once you select an option, select Ok. The order is now ready for the main account to send with its next order

Figure 16

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



4. SENDING ORDERS

Having problems with your TO account, contact aac.wmbc.icalsadmin@eglin.af.mil for assistance.

SENDING ORDERS

The following Training Aid was developed to provide visual instructions for sending orders for Web ATOMS. This material is intended to provide users with the minimal requirements necessary to build, view, edit, and send orders. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

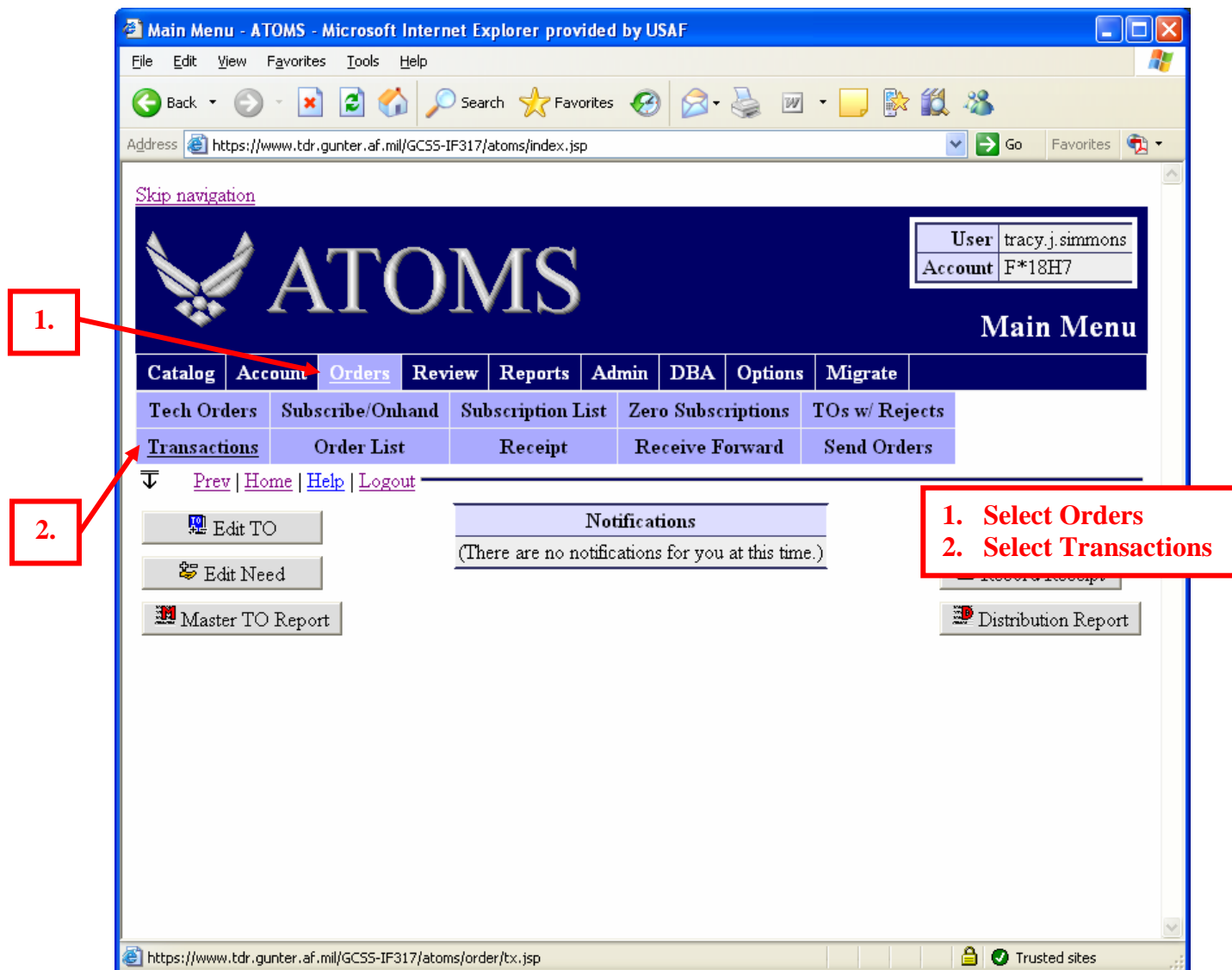


Figure 1

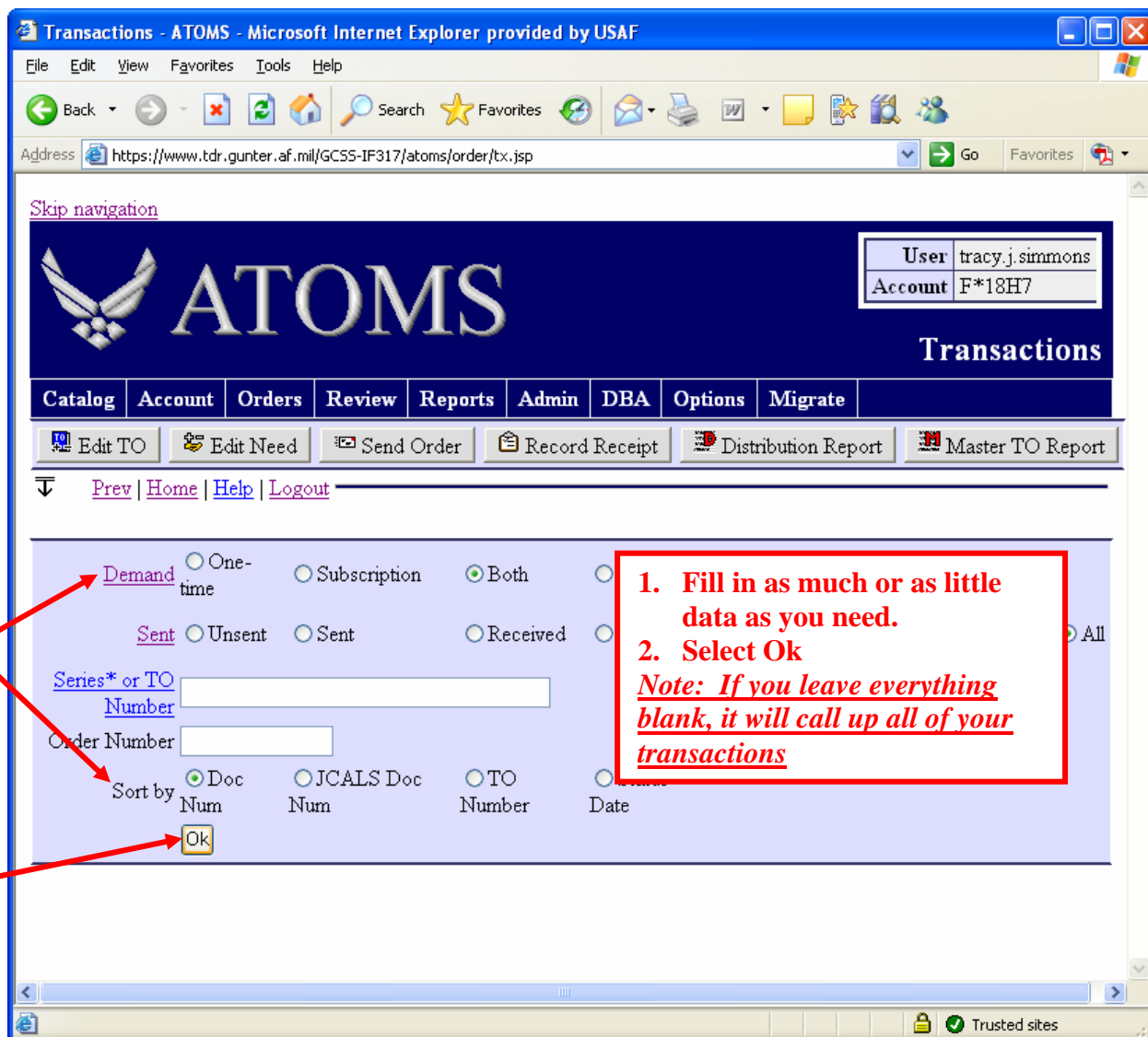


Figure 2

Transactions - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail W Wordpad Favorites People

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/tx.jsp?demand=+&sent=+&tonum=&order=&sort=x&action> Go Favorites

Series* or TO Number

Order Number

Sort by ☒ Doc Num ☐ JCALS Doc Num ☐ TO Number ☐ Status Date

Ok

Note: The U means the order has not been sent and you will need to send one

Click on Doc Num to record receipt. Click on TO Num

Doc Num	TO Num	Increment	Qty	Qty Received	Demand	Sent	Status	Status Date	JCALS Doc Num	Cancelled	Cancelled Date
F*18H770455001	1-1-XXX-1		4	0	*	S					
F*18H770455002	1-1-XXX-1		4	0	N	S					
F*18H770455003	2-2-XXX-2		8	0	*	S					
F*18H770455004	2-2-XXX-2		8	0	N	S					
F*18H770455005	3-3-XXX-3		14	0	*	S					
F*18H770455006	3-3-XXX-3		14	0	N	S					
F*18H770455007	3-3-XXX		3	0	*	S					
F*18H770455008	4-4-XXX-4		4	0	*	S					
F*18H770455009	4-4-XXX-4		4	0	N	S					
F*18H770455010	4-4-XXX-4		8	0	*	U					
F*18H770455011	4-4-XXX-4		4	0	N	U					
F*18H770455012	9-9-XXX-9		4	0	*	U					
F*18H770455013	9-9-XXX-9		4	0	N	U					

Done Trusted sites

Figure 3

Transactions - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail W Wordpad Go Favorites

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/tx.jsp?demand=+&sent=+&tonum=&border=&sort=x&action=SendOrder>

Edit TO Edit Need **Send Order** Record Receipt Distribution Report Master TO Report

Prev Home Help Logout

☒ Demand ☐ One-time ☐ Subscription ☒ Both ☐ One-time and some Subscriptions
☐ Sent ☐ Unsent ☐ Sent ☐ Received ☐ Pushed

Series* or TO Number

Order Number

Sort by ☒ Doc Num ☐ JCALS Doc Num ☐ TO Number ☐ Status Date

Ok

Note: You will need to scroll back to the top of the page Select Send Order

Click on Doc Num to record receipt. Click on TO Num to review Subscriptions.

Doc Num	TO Num	Increment	Qty	Qty Received	Demand	Sent	Status	Status Date	JCALS Doc Num	Cancelled	Cancelled Date
F*18H770455001	1-1-XXX-1		4	0	*	S					
F*18H770455002	1-1-XXX-1		4	0	N	S					
F*18H770455003	2-2-XXX-2		8	0	*	S					
F*18H770455004	2-2-XXX-2		8	0	N	S					
F*18H770455005	3-3-XXX-3		14	0	*	S					
F*18H770455006	3-3-XXX-3		14	0	N	S					
F*18H770455007	3-3-XXX		3	0	*	S					
F*18H770455008	4-4-XXX-4		4	0	*	S					

Trusted sites

Figure 4



Figure 5

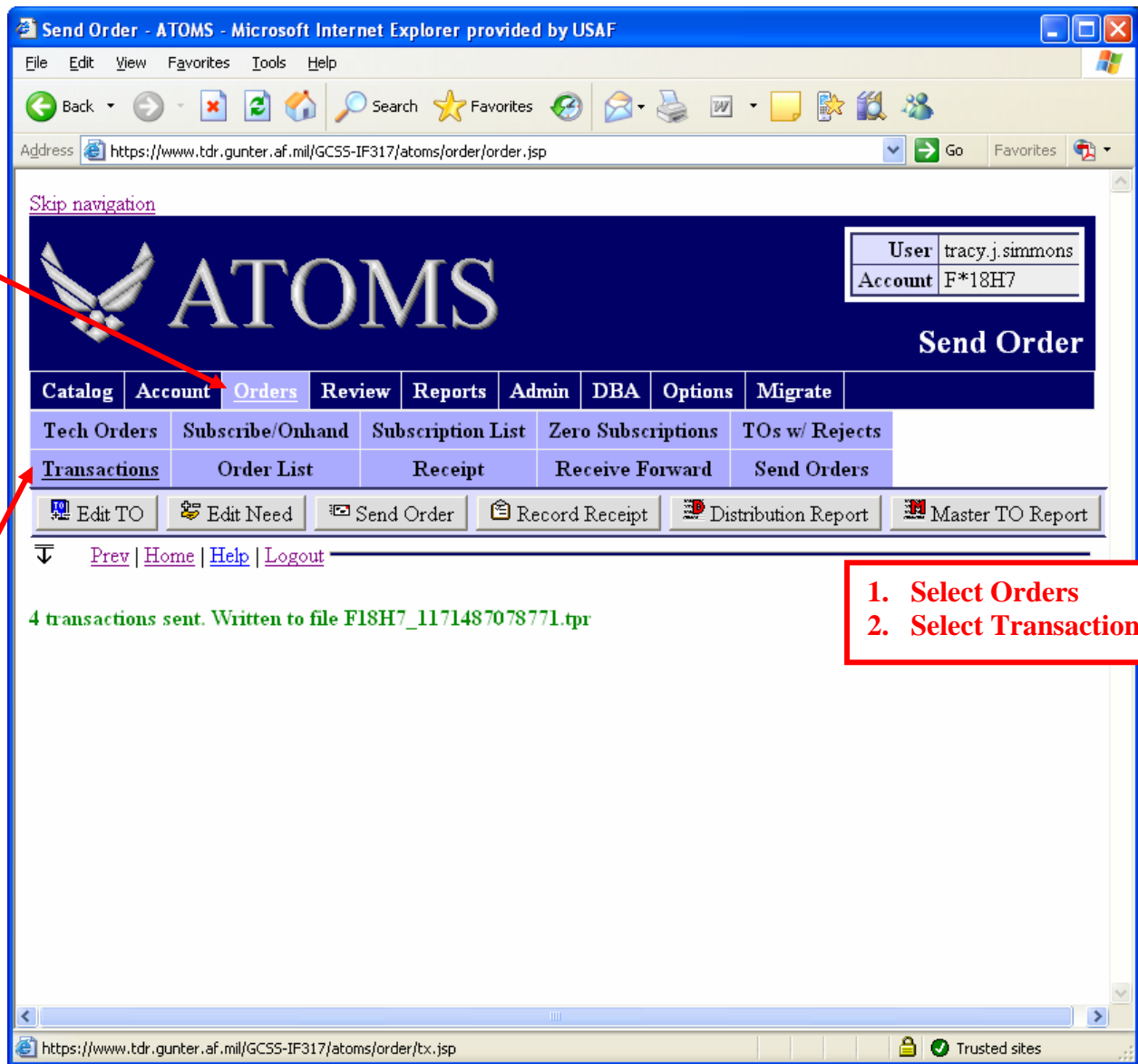


Figure 6


Transactions - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail W Wordpad Favorites

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/tx.jsp> Go Favorites

Skip navigation



User: tracy.j.simmons

Account: F*18H7

Transactions

Catalog Account Orders Review Reports Admin DBA Options Migrate

Edit TO Edit Need Send Order Record Receipt Distribution Report Master TO Report

Prev Home Help Logout

☒ Demand
 ☐ One-time
 ☐ Subscription
 ☒ Both
 ☐ One-time and some Subscriptions

☐ Sent
 ☐ Unsent
 ☐ Received
 ☐ Pushed
 ☐ Cancelled
 ☐ Rejected
 ☐ Active (S/R/P)
 ☒ All

Series* or TO Number

Order Number

Sort by:
 ☒ Doc Num
 ☐ JCALS Doc Num
 ☐ TO Number
 ☐ Status Date

Ok

Trusted sites

Figure 7

Transactions - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail New Window

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/tx.jsp?demand=+&sent=+&tonum=&order=&sort=x&action=> Go Favorites

time

☒ Sent
 ☐ Unsent
 ☐ Sent
 ☐ Received
 ☐ Pushed
 ☐ Cancelled
 ☐ Rejected
 ☐ Active (S/R/P)
 ☒ All

Series* or TO Number

Order Number

Sort by
 ☒ Doc Num
 ☐ JCALS Doc Num
 ☐ TO Number
 ☐ Status Date

Ok

Click on Doc Num to record receipt. Click on TO Num to review Subscriptions.

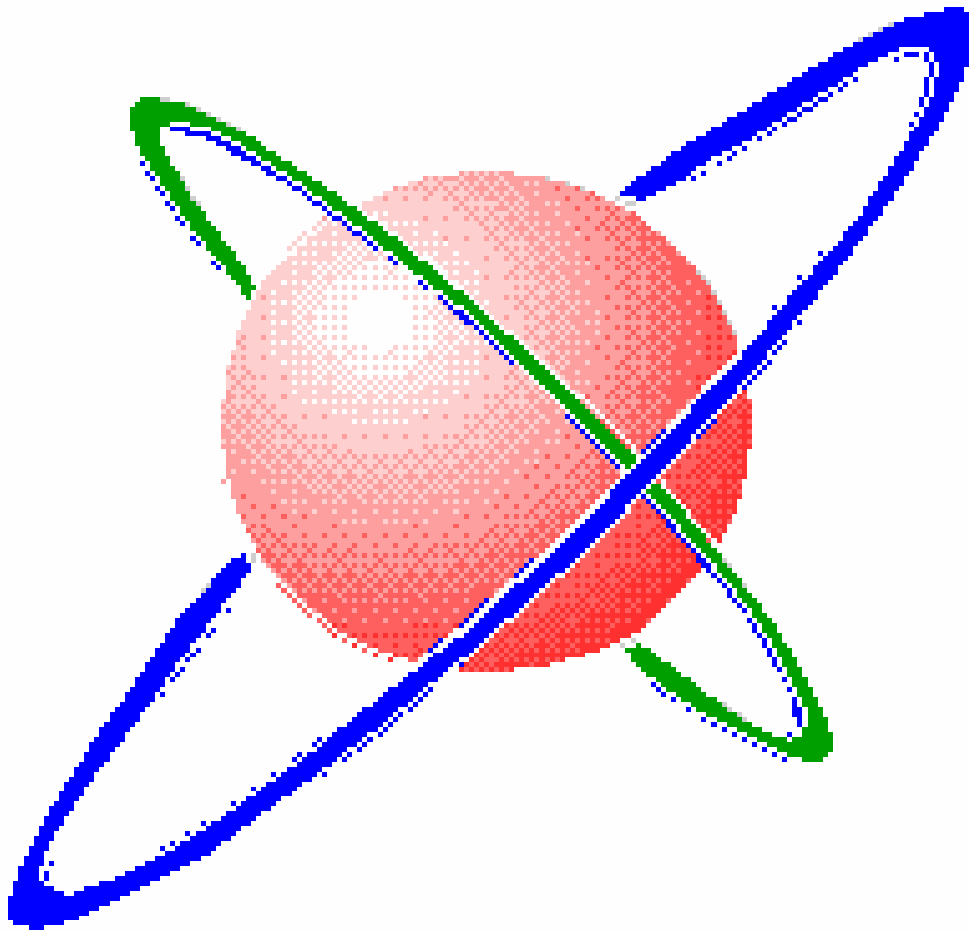
Doc Num	TO Num	Increment	Qty	Qty Received	Demand	Sent	Status	Status Date	JCALs Doc Num	Cancelled	Cancelled Date
F*18H770455001	1-1-XXXX-1		4	0	*	S					
F*18H770455002	1-1-XXXX-1		4	0	N	S					
F*18H770455003	2-2-XXXX-2		8	0	*	S					
F*18H770455004	2-2-XXXX-2		8	0	N	S					
F*18H770455005	3-3-XXXX-3		14	0	*	S					
F*18H770455006	3-3-XXXX-3		14	0	N	S					
F*18H770455007	3-3-XXXX		3	0	*	S					
F*18H770455009	4-4-XXXX-4		4	0	N	S					
F*18H770455010	4-4-XXXX-4		8	0	*	S					
F*18H770455011	4-4-XXXX-4		4	0	N	S					
F*18H770455012	9-9-XXXX-9		4	0	*	S					
F*18H770455013	9-9-XXXX-9		4	0	N	S					

Note: Transactions now show sent

Trusted sites

Figure 8

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



5. RECEIPT OF TOs

Having problems with your TO account, contact aac.wmbe.icalsadmin@eglin.af.mil for assistance.

RECEIPT OF TOs

The following Training Aid was developed to provide visual instructions for receipt of TOs using Web ATOMS. This material is intended to provide users with the minimal requirements necessary to receive and document receipt of TOs. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

Note: There are three ways to Record Receipt of a TO, we are going to look at all three of them.

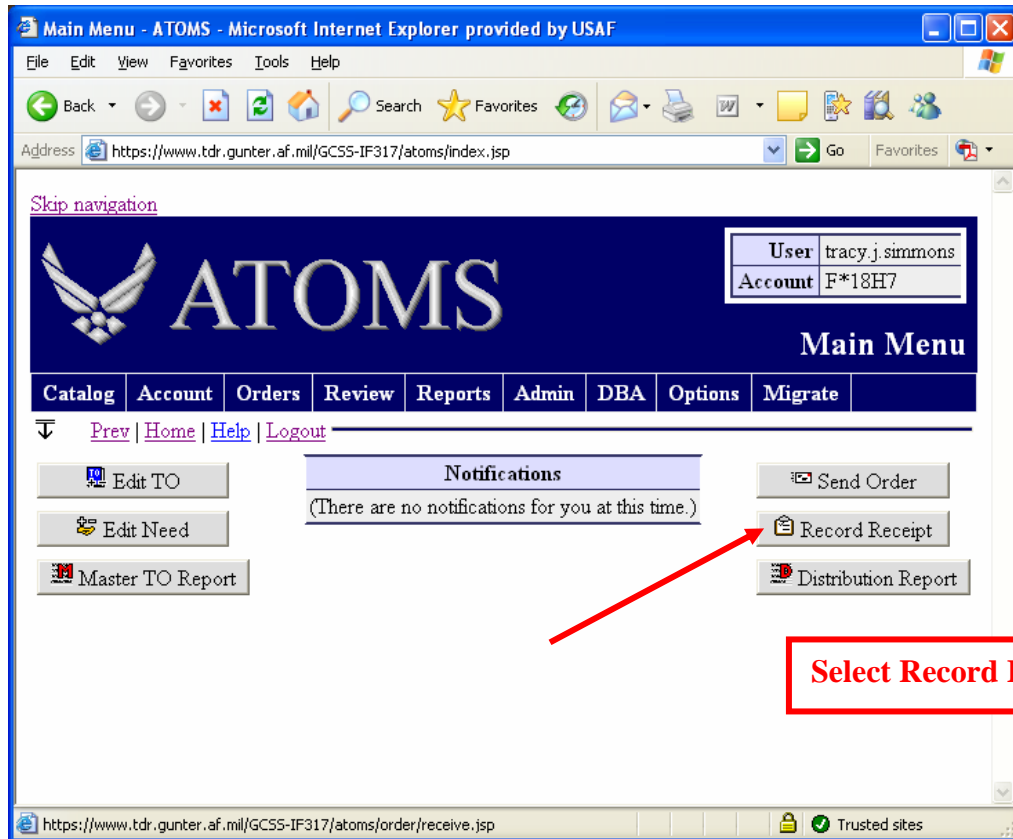


Figure 1

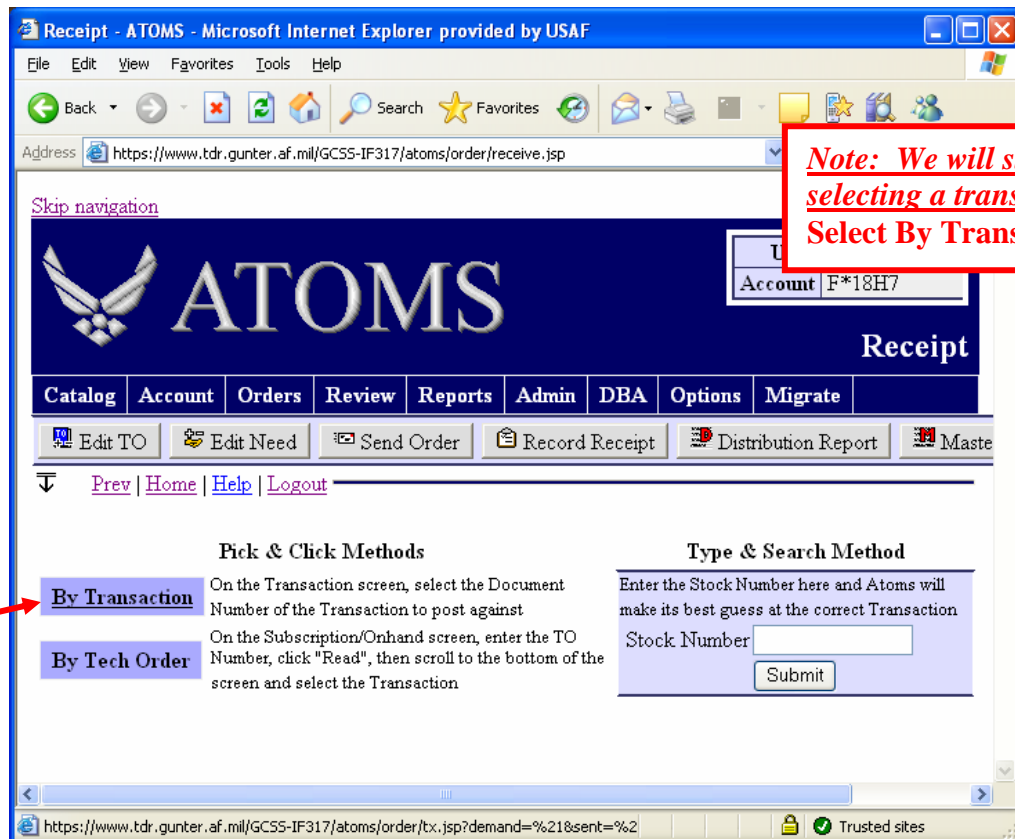


Figure 2

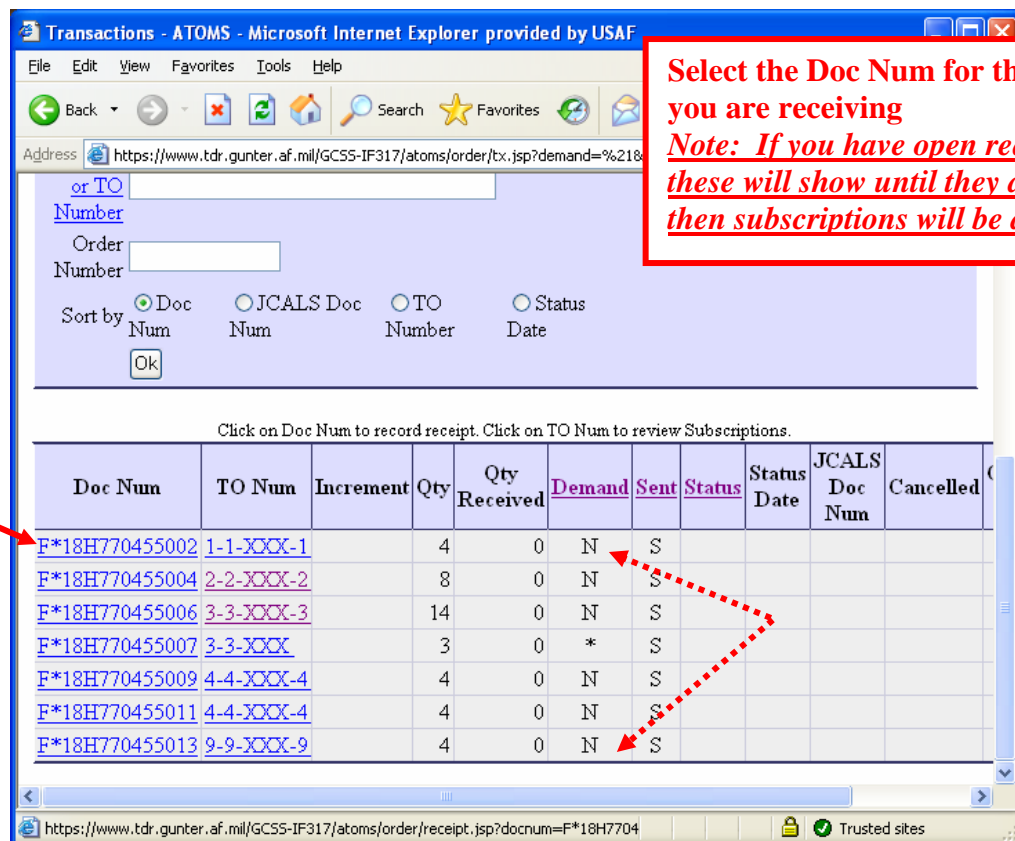


Figure 3

Receipt - ATOMS - Microsoft Internet Explorer provided by USAF

Address: https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/receipt.jsp?docn

Doc Num	TO Num	Increment	Qty Ordered	Qty Received
F*18H770455002	1-1-XXX-1		4	0

Quantity Received: Best Guess

☐ Packing slip does not match package contents
Packing slip qty:

1-1-XXX-1				Sub-Account		
				01 QA	02 Engine Shop	03 Paint Shop
Subscription (ID)				<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
Received	Increment	Pub Date	Inc Status	Onhand		
<input checked="" type="checkbox"/>	Chg 1 (paper)	01 Feb 2003	A	0	0	0
<input checked="" type="checkbox"/>	Basic (paper)	01 Jan 2003	A	0	0	0
Received				<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>

1. Ensure qty received is correct, (Web ATOMS assumes you received the number on ID)

2. Ensure TOs are distributed to sub-accounts

3. Ensure checkmark in each increment you received

4. Select update

Figure 4

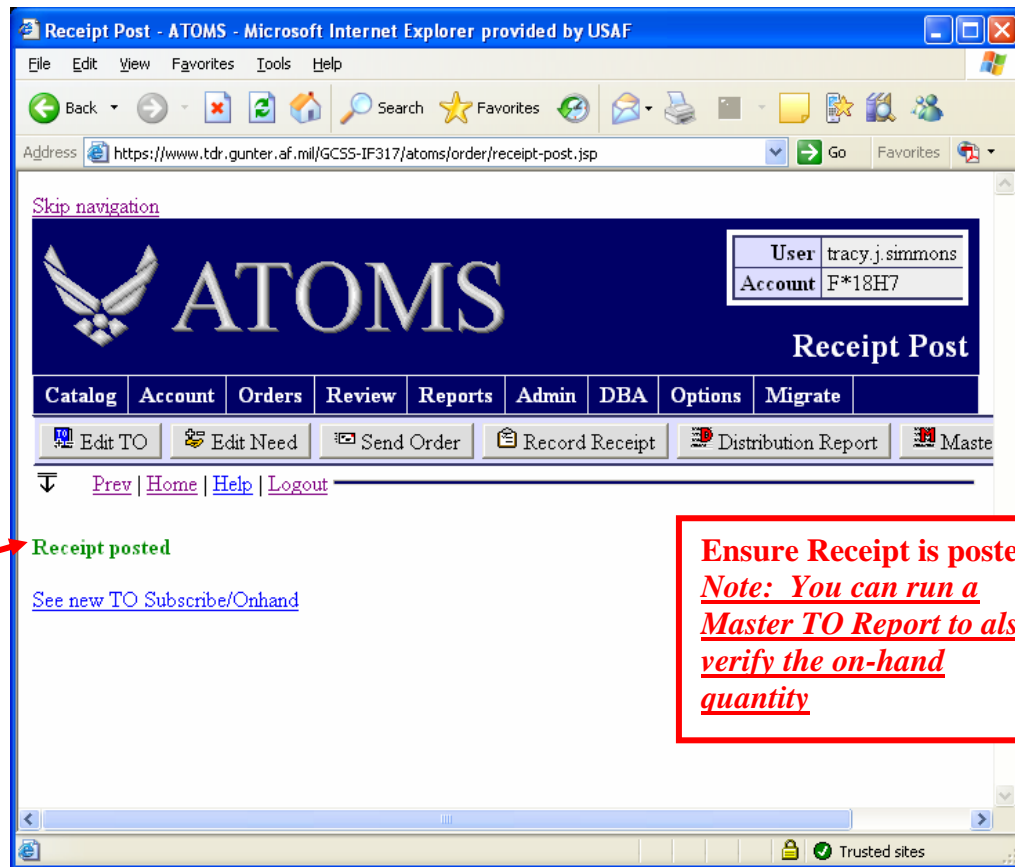


Figure 5

Next we will use a Stock Number to post receipt of a TO

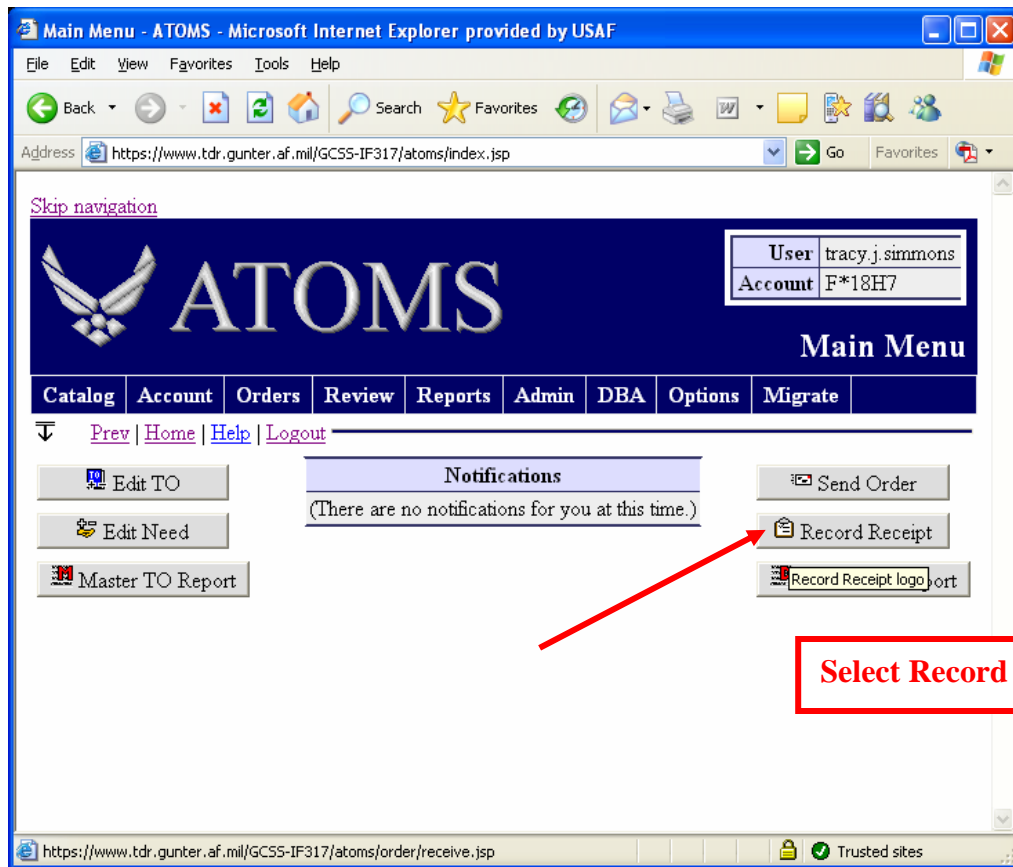


Figure 6

Receipt - ATOMS - Microsoft Internet Explorer provided by USAF

Address: https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/receive.jsp

Skip navigation

ATOMS

Account: F*18H7

Receipt

Catalog Account Orders Review Reports Admin DBA Options Migrate

Edit TO Edit Need Send Order Record Receipt Distribution Report Master TO Report

Prev Home Help Logout

Pick & Click Methods

By Transaction On the Transaction screen, select the Document Number of the Transaction to post against

By Tech Order On the Subscription/Onhand screen, enter the TO Number, click "Read", then scroll to the bottom of the screen and select the Transaction

Type & Search Method

Enter the Stock Number here and Atoms will make the best guess at the correct Transaction

Stock Number: 021005520000006

Submit

1. Enter the TO stock number
2. Select Submit

1.

2.

Figure 7

Receipt - ATOMS - Microsoft Internet Explorer provided by USAF

Address: https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/receipt.jsp?docnum=F*18H770455004

Catalog Account Orders Review Reports Admin DBA Options

Edit TO Edit Need Send Order Record Receipt Distribution Report Master TO Report

Prev Home Help Logout

Doc Num	TO Num	Increment	Qty Ordered	Qty Received	Dem
F*18H770455004	2-2-XXX-2	8	0	0	N

Quantity Received: 8 Best Guess Level Date

☐ Packing slip does not match package contents

Packing slip qty: 8

2-2-XXX-2				Sub-Account		
				01 QA	02 Engine Shop	03 Paint Shop
Subscription (ID)				1	3	4
Received	Increment	Pub Date	Inc Status	Onhand		
<input checked="" type="checkbox"/>	Rev 2 Chg 2 (paper)	20 Oct 2006	A	0	0	0
<input checked="" type="checkbox"/>	Rev 2 (paper)	01 Jun 2004	A	0	0	0
Received				1	3	4

Update

1. Ensure qty received is correct, (Web ATOMS assumes you received the number on ID)
2. Ensure TOs are distributed to sub-accounts
3. Ensure checkmark in each increment you received
4. Select update

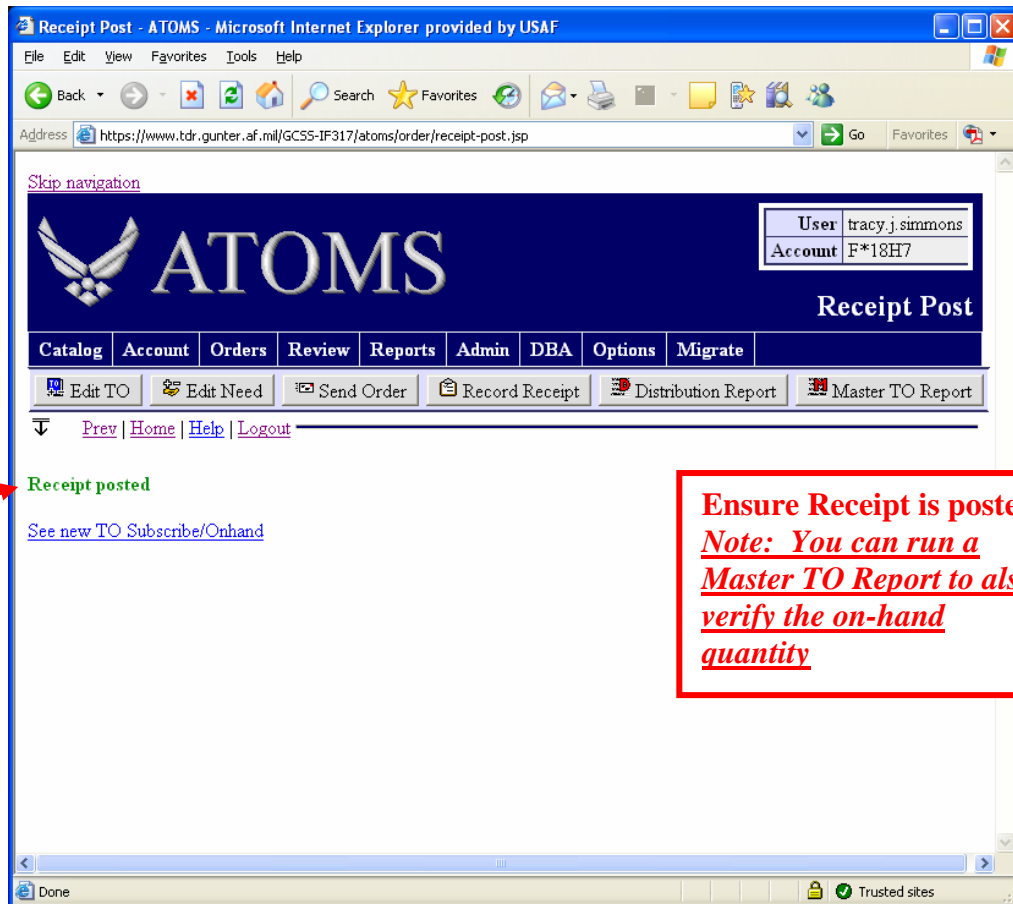
1.

2.

3.

4.

Figure 8



Ensure Receipt is posted
Note: You can run a
Master TO Report to also
verify the on-hand
quantity

Figure 9

Now we will Record Receipt using a TO number

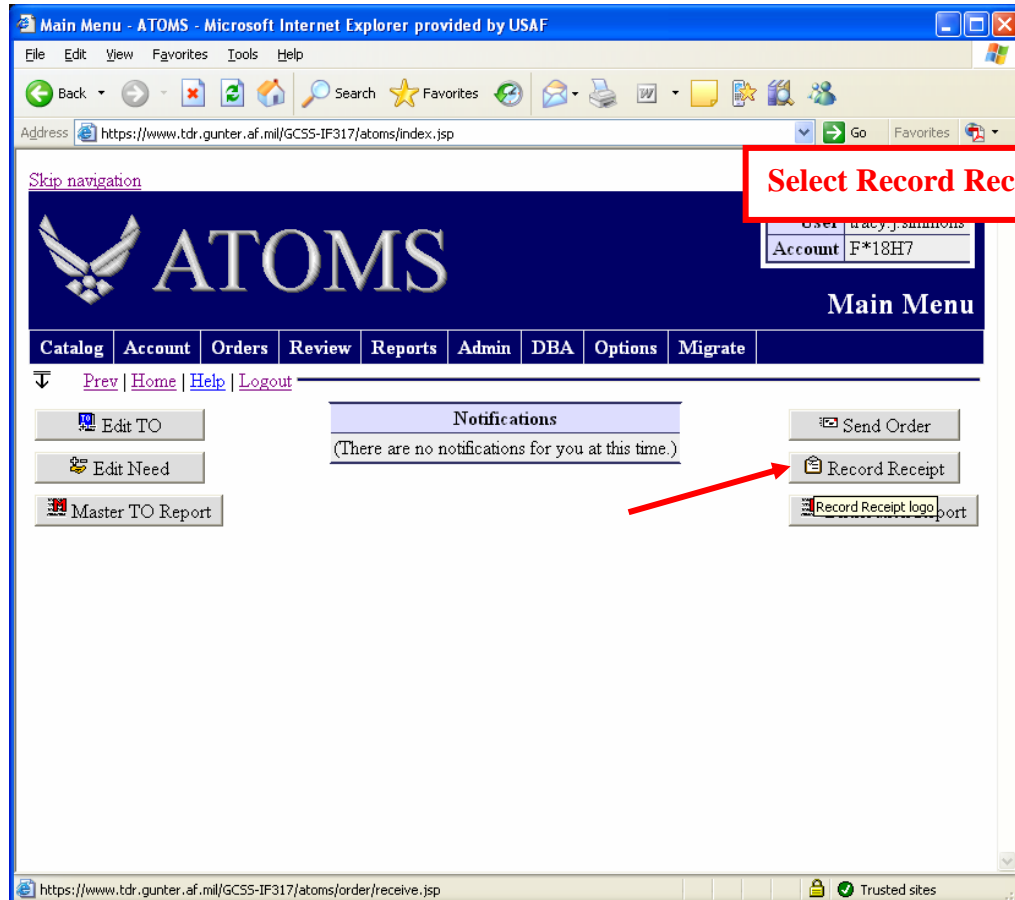


Figure 10

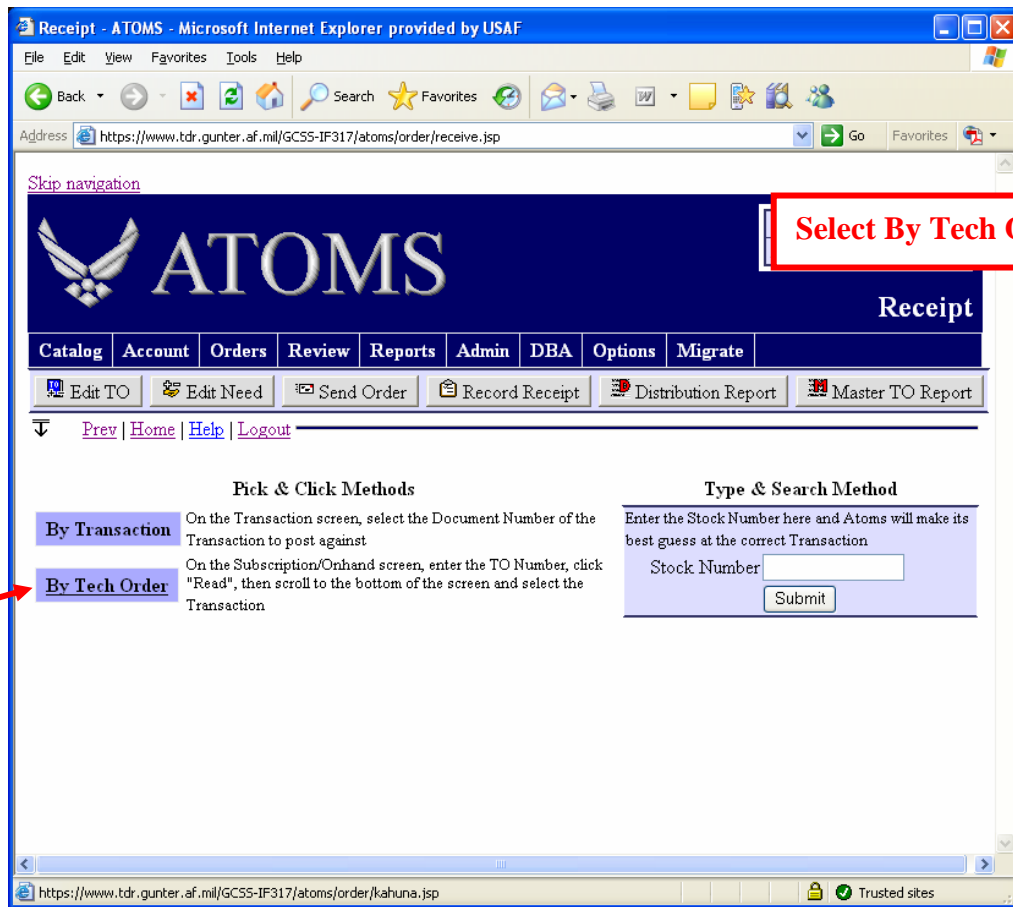


Figure 11

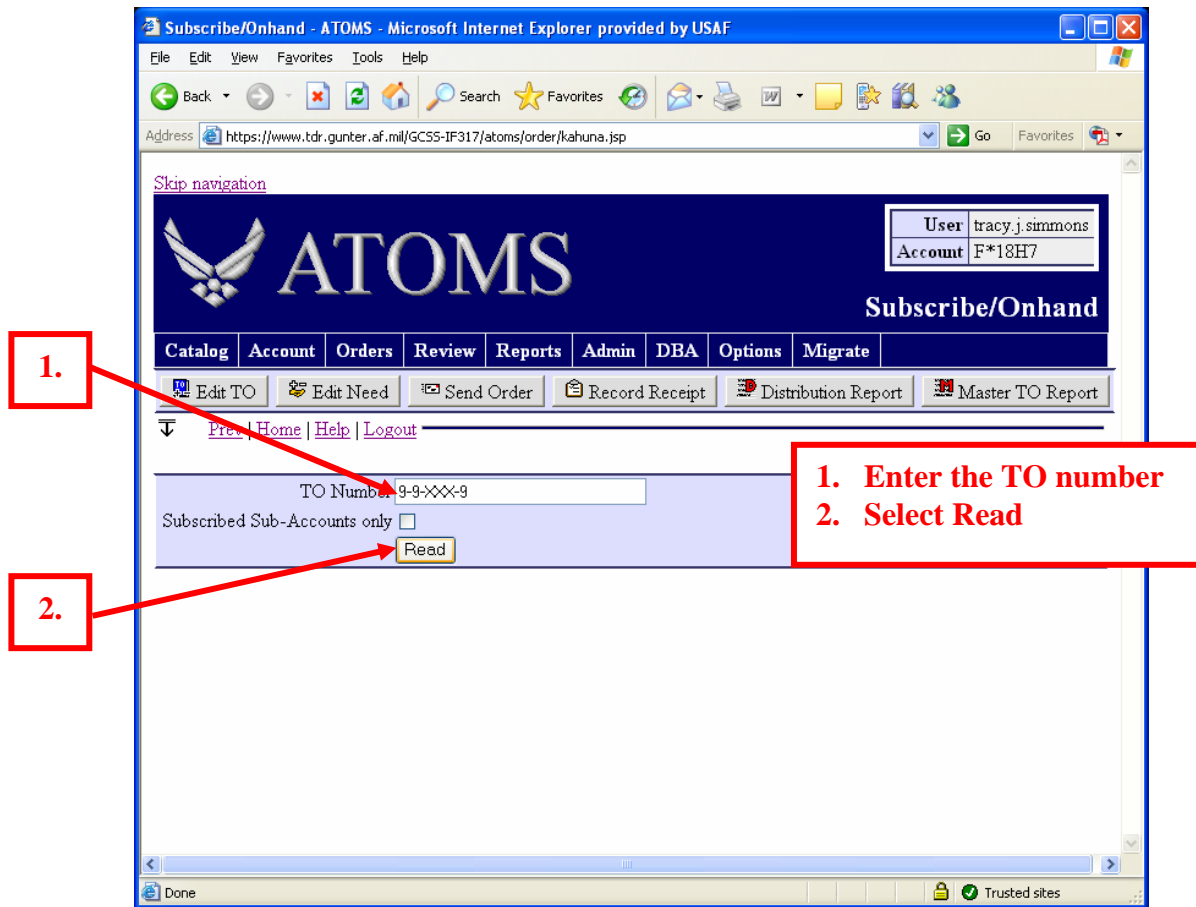


Figure 12



Figure 15

Next we will have a brief explanation of the best guess button

1.

2.

1. Note: Level will allow you to distribute shortages to subaccounts based on the order they requisitioned TOs, for example, 2 subaccounts place separate orders, you can split the order between the two accounts

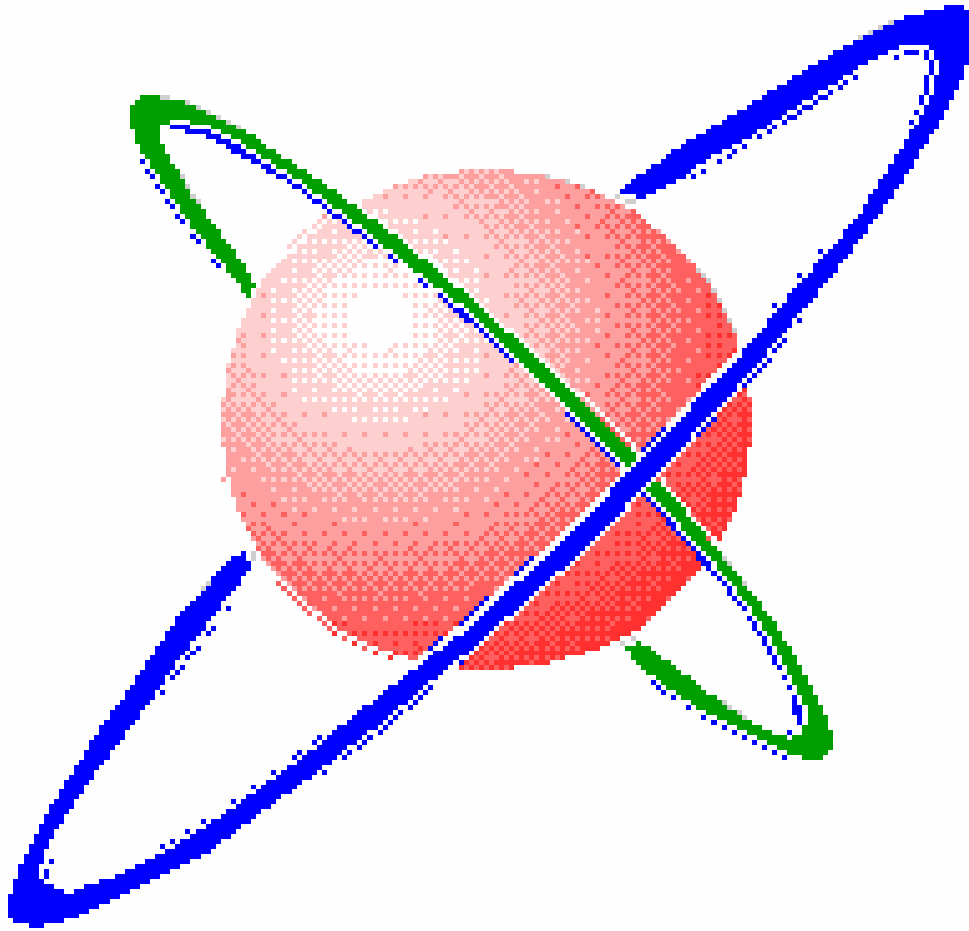
2. Note: Date will allow you to receipt shortages by splitting it based on the date the each transaction was created

Note: This will only be used if you have created several orders for a book and they came in different shipments

The screenshot shows the ATOMS web application interface. The top navigation bar includes links for Catalog, Account, Orders, Review, Reports, Admin, and DBA. Below this is a toolbar with buttons for Edit TO, Edit Need, Send Order, and Record Receipt. The main content area displays a receipt form for document F*18H770455006. It includes fields for Doc Num, TO Num, Increment, Qty Ordered, and Qty Received. A 'Best Guess' section contains 'Level' and 'Date' buttons. A checkbox indicates 'Packing slip does not match package contents' with a quantity of 14. Below this is a table for '3-3-XXX-3' with columns for Subscription (ID), Received, Increment, Pub Date, Inc Status, and Qty. The table shows two rows of data. An 'Update' button is at the bottom of the form.

Figure 16

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



6. MASTER TO REPORT

Having problems with your TO account, contact aac.wmbc.jcalsadmin@eglin.af.mil for assistance.

MASTER TO REPORT

The following Training Aid was developed to provide visual instructions for the master TO report functions for Web ATOMS. This material is intended to provide users with the minimal requirements necessary to run the master TO report functions. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.

The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

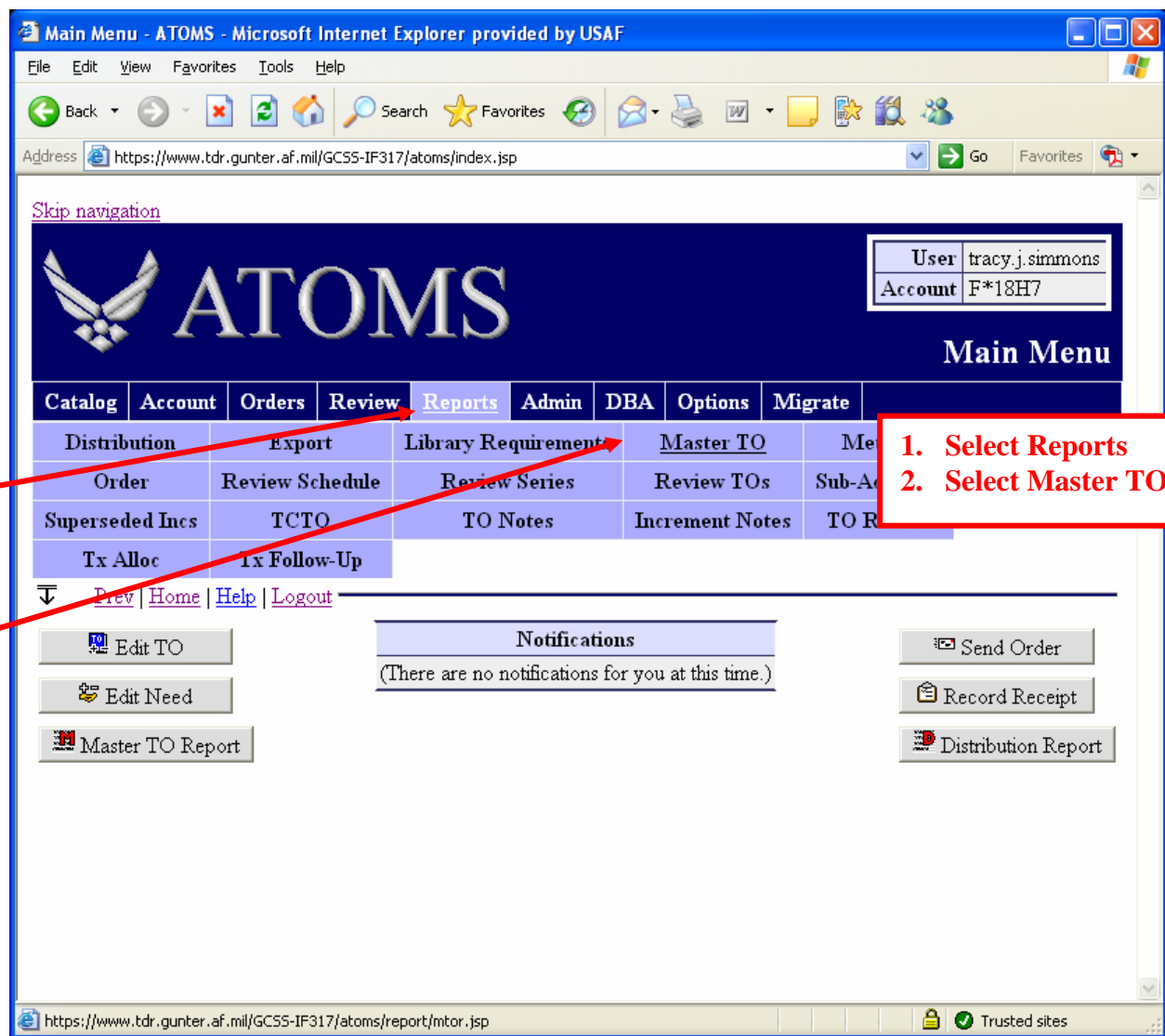


Figure 1

Master TO - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/report/mtor.jsp>

ATOMS

Catalog Account Orders Review Reports Admin DBA Orders

Edit TO Edit Need Send Order Record Receipt

Prev Home Help Logout

Series* or TO Number

Summarize all accounts ☒

Sub-Account(s)

01 QA
02 Engine Shop
03 Paint Shop

Discrepancies only ☐

Omit Unavailable for Distribution ☐

Show TO Notes ☐

Sort ☒ TO Number ☐ Account

Break on sort ☐

Format ☒ HTML (Web) ☐ CSV (Spreadsheet) ☐ RTF (Document) ☐ Bare HTML

Trusted sites

Note: You can enter as much or as little data as you require here

“Series* or TO Number” looks for a particular set of TOs or a single TO

“Summarize all accounts” will list all subaccounts added together

“Sub-Account(s)” allows you to determine if you want one, several, or all subaccounts to appear on the report

“Discrepancies only” will only show TOs with an imbalance between subscription, on-hand, and on order

“Show TO notes” will include any TO notes you have added

“Sort” determines how the report is categorized

“Break on sort” will determine if there is one list or several lists

“Format determines how you view the report

Select OK

Figure 2

Master TO - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Go Favorites

Address <https://www.tdr.gunter.af.mil/GC55-IF317/atoms/report/mtor.jsp>

Format ☒ HTML (web) ☐ CSV (Spreadsheet) ☐ RTF (Document) ☐ Bare HTML

Ok

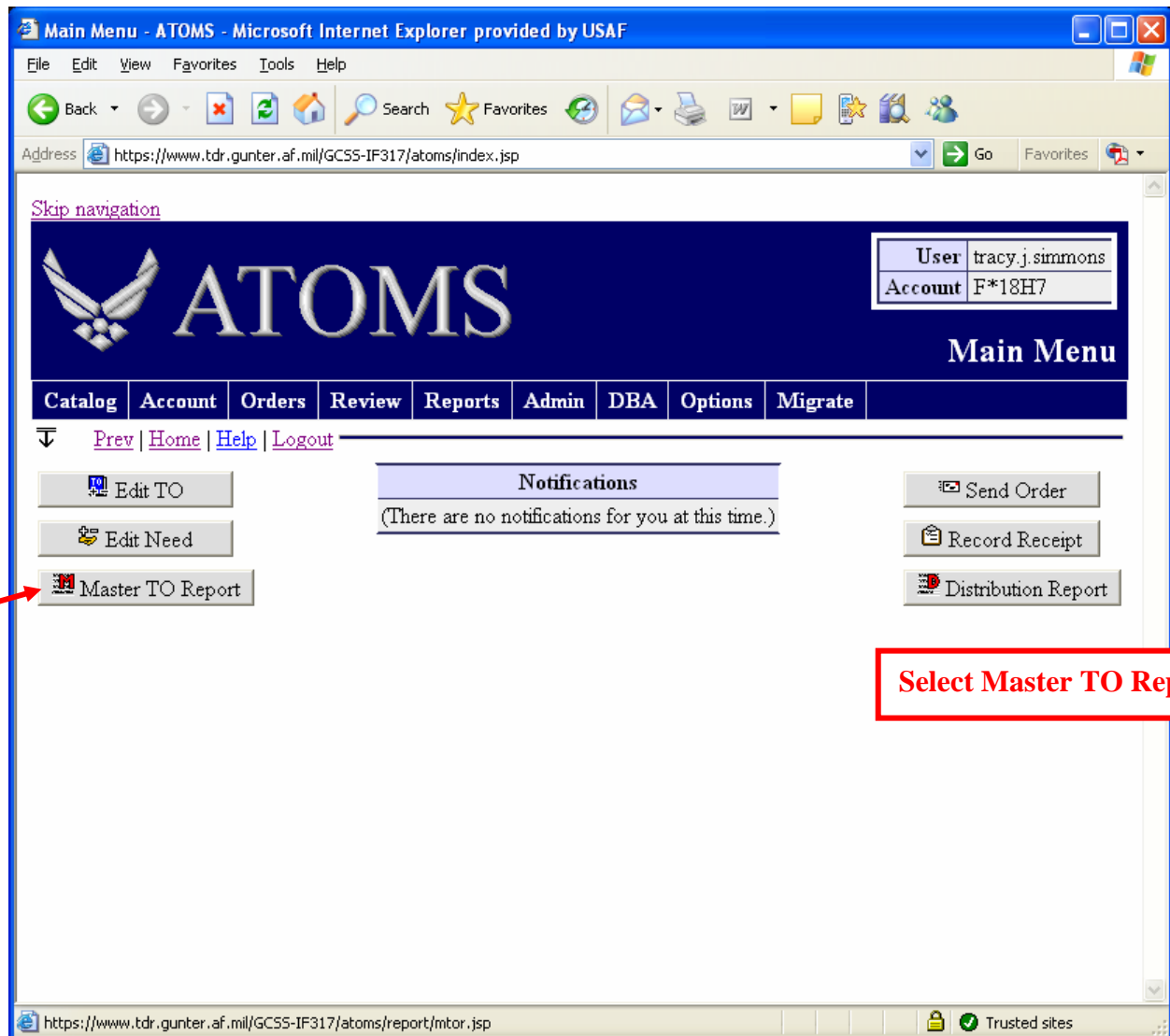
Print

TO Num	Increment	Stock Num	Pub Date	Inc Status	Distribution Date	Subscribe	On Hand	On Order
1-1-XXXX-1	Basic (paper)	01I049198000006	01 Jan 2003	A	15 Feb 2007	4	4	
1-1-XXXX-1	Chg 1 (paper)	01I049198000106	01 Feb 2003	A	15 Feb 2007	4	4	
2-2-XXXX-2	Rev 2 (paper)	02I005520000006	01 Jun 2004	A	15 Feb 2007	8	8	
2-2-XXXX-2	Rev 2 Chg 2 (paper)	02I005520000206	20 Oct 2006	A	15 Feb 2007	8	8	
3-3-XXXX	TCTO 503 (paper)	03I000654000006	29 Jan 2003	A		3		
3-3-XXXX	Supp 503C (paper)	03I000654C00006	29 Jan 2003	A				
3-3-XXXX	TCTO 507 (paper)	03I000655000006	28 Feb 2003	A				
3-3-XXXX	Supp 503D (paper)	03I000654D00006	02 Nov 2006	A				
3-3-XXXX	TCTO 508 (paper)	03I000688000006	08 Nov 2006	A				
3-3-XXXX	TCTO 509 (paper)	03I000690000006	12 Jan 2007	A				
3-3-XXXX	TCTO 510 (paper)							

Done Trusted sites

Figure 3

We will now look at one of the most common MTORs; we will run an MTOR for discrepancies only



Select Master TO Report

Figure 4

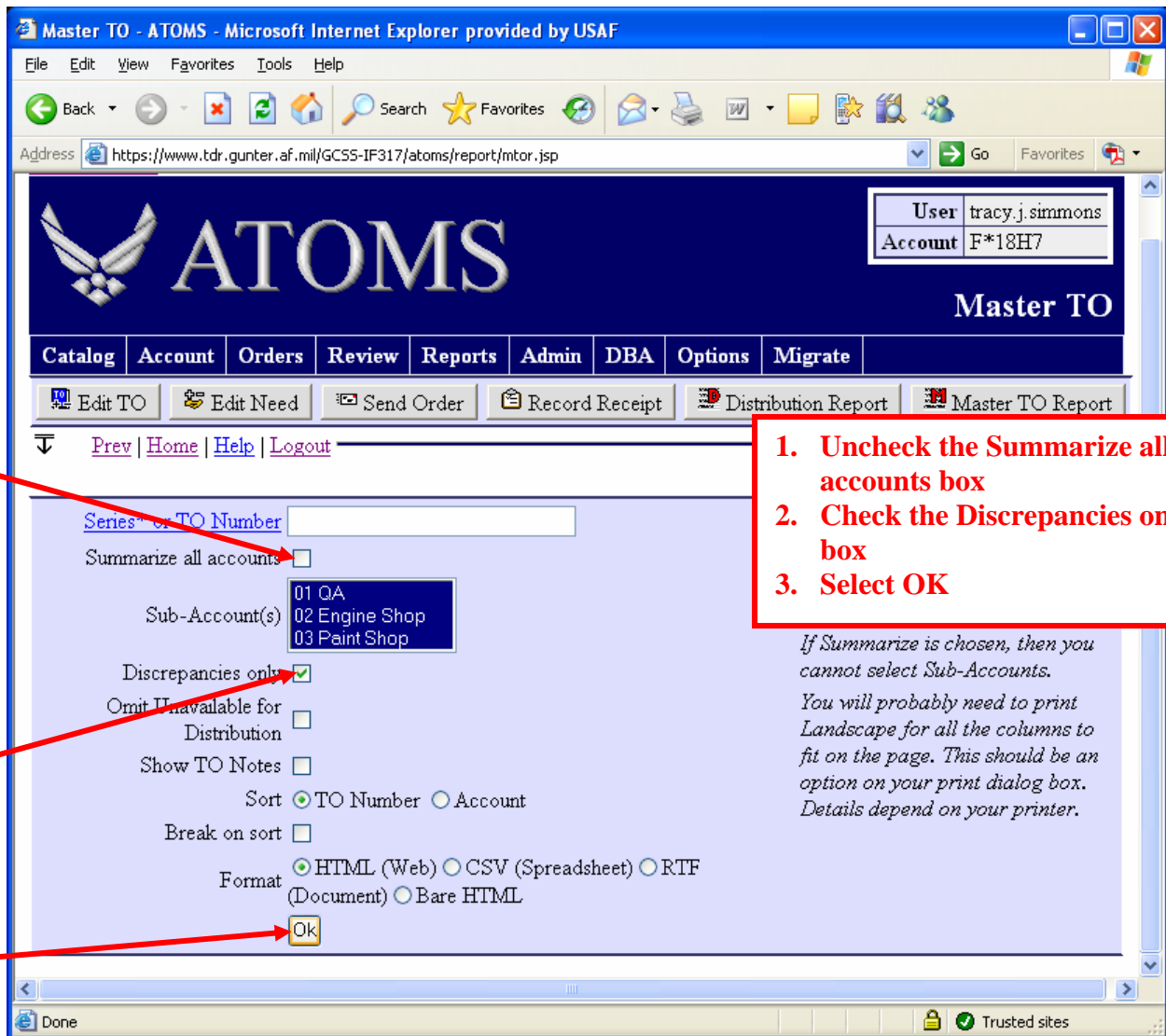


Figure 5

Master TO - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/report/mtor.jsp> Go Favorites

Print

TO Num	Increment	Stock Num	Pub Date	Inc Status	Sub Account	Distribution Date	Subscribe	Onhand	On Order
3-3-XXXX	Supp 503C (paper)	03I000654C000006	29 Jan 2003	A	01 QA		1		
3-3-XXXX	Supp 503C (paper)	03I000654C000006	29 Jan 2003	A	02 Engine Shop		1		
3-3-XXXX	Supp 503C (paper)	03I000654C000006	29 Jan 2003	A	03 Paint Shop		1		
3-3-XXXX	TCTO 503 (paper)	03I0006540000006	29 Jan 2003	A	01 QA		1		
3-3-XXXX	TCTO 503 (paper)	03I0006540000006	29 Jan 2003	A	02 Engine Shop		1		
3-3-XXXX	TCTO 503 (paper)	03I0006540000006	29 Jan 2003	A	03 Paint Shop		1		
3-3-XXXX	TCTO 507 (paper)	03I0006550000006	28 Feb 2003	A	01 QA				
3-3-XXXX	TCTO 507 (paper)	03I0006550000006	28 Feb 2003	A	02 Engine Shop				
3-3-XXXX	TCTO 507 (paper)	03I0006550000006	28 Feb 2003	A	03 Paint Shop				
3-3-XXXX	Supp 503D (paper)	03I000654D000006	02 Nov 2006	A	01 QA				
3-3-XXXX	Supp 503D (paper)	03I000654D000006	02 Nov 2006	A	02 Engine Shop				

Done

Note: This report will add your On-hand to your On Order to equal your Subscribed. If they do not match you will need to determine why and correct the discrepancy. Once it is corrected it will no longer appear on the report.

Figure 6

We will now look at the report in .csv format (Excel spread sheet)

Master TO - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/report/mtor.jsp> Go Favorites

ATOMS

User	tracy.j.simmons
Account	F*18H7

Catalog Account Orders Review Reports Admin DBA

Edit TO Edit Need Send Order Record Receipt

Prev Home Help Logout

Series* or TO Number

Summarize all accounts ☒

Sub-Account(s)

Discrepancies only ☐

Omit Unavailable for Distribution ☐

Show TO Notes ☐

Sort ☒ TO Number ☐ Account

Break on sort ☐

Format ☐ HTML (Web) ☒ CSV (Spreadsheet) ☐ RTF (Document) ☐ Bare HTML

Ok

If Summarize is chosen, then you cannot select Sub-Accounts. You will probably need to print Landscape for all the columns to fit on the page. This should be an option on your print dialog box. Details depend on your printer.

1. Select as much or as little data as you require

2. Select CSV

3. Select OK

Figure 7

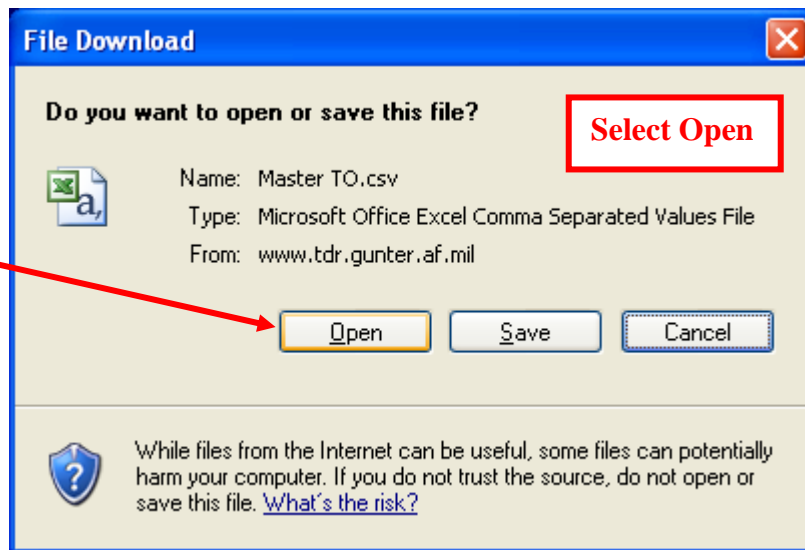


Figure 8

Microsoft Excel - Master TO(1).csv

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100%

Reply with Changes... Epd Review...

Arial 10 B I U

Delete Sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	TO Num	Increment	Stock Num	Pub Date	Inc Status	Distribution	Subscribe	On Hand	On Order								
2	1-1-XXX-1	Basic (pap	01049198	1-Jan-03	A	15-Feb-07		4	4								
3	1-1-XXX-1	Chg 1 (pap	01049198	1-Feb-03	A	15-Feb-07		4	4								
4	2-2-XXX-2	Rev 2 (pap	02005520	1-Jun-04	A	15-Feb-07		8	8								
5	2-2-XXX-2	Rev 2 Chg	02005520	20-Oct-06	A	15-Feb-07		8	8								
6	3-3-XXX	TCTO 503	03000654	29-Jan-03	A			3									
7	3-3-XXX	Supp 503C	03000654	29-Jan-03	A			3									
8	3-3-XXX	TCTO 507	03000654	28-Feb-03	A			3									
9	3-3-XXX	Supp 503C	03000654	2-Nov-06	A			3									
10	3-3-XXX	TCTO 508	03000688	8-Nov-06	A			3									
11	3-3-XXX	TCTO 509	03000690	12-Jan-07	A			3									
12	3-3-XXX	TCTO 510	03000692	1-Feb-07	A			3									
13	3-3-XXX-3	Basic (CD-	03000661	3-Jan-03	A	15-Feb-07	14	13	1								
14	4-4-XXX-4	Rev 3 (pap	04002853	2-Nov-06	S			8									
15	4-4-XXX-4	Rev 4 (pap	04002858	12-Jan-07	A			8		8							
16	4-4-XXX-4	Rev 5 (pap	04002864	1-Feb-07	A			8		8							
17	9-9-XXX-9	Basic (pap	09007946	4-Jul-06	A	15-Feb-07	4	4									
18	9-9-XXX-9	Chg 1 (pap	09007946	8-Nov-06	A	15-Feb-07	4	4									
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
32																	
33																	
34																	
35																	
36																	

Ready

NUM

Note: The report is now an Excel spreadsheet; see Appendix B for further instructions for its use

Figure 9

We will now look the report in .rtf format (Word Doc)

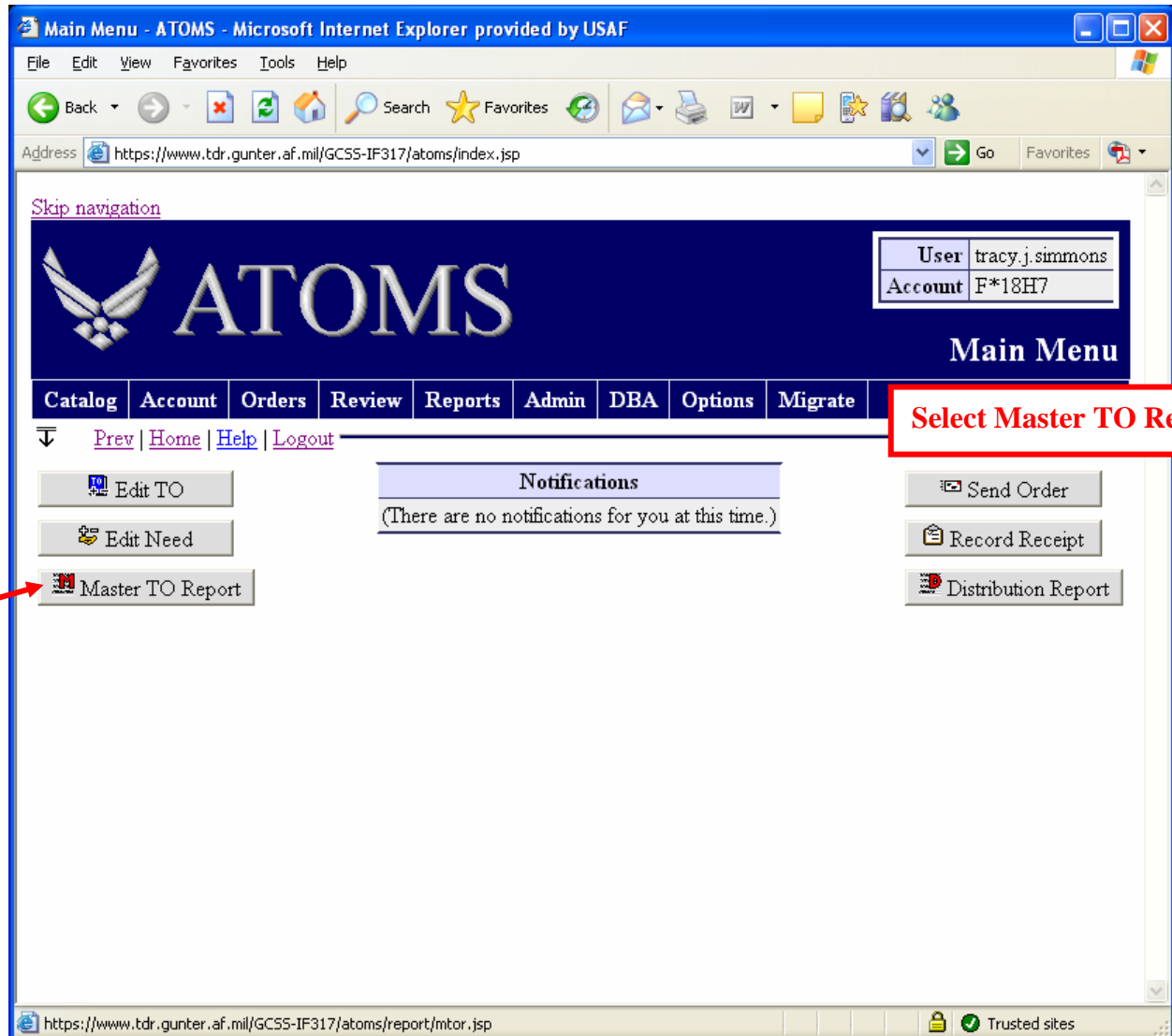


Figure 10

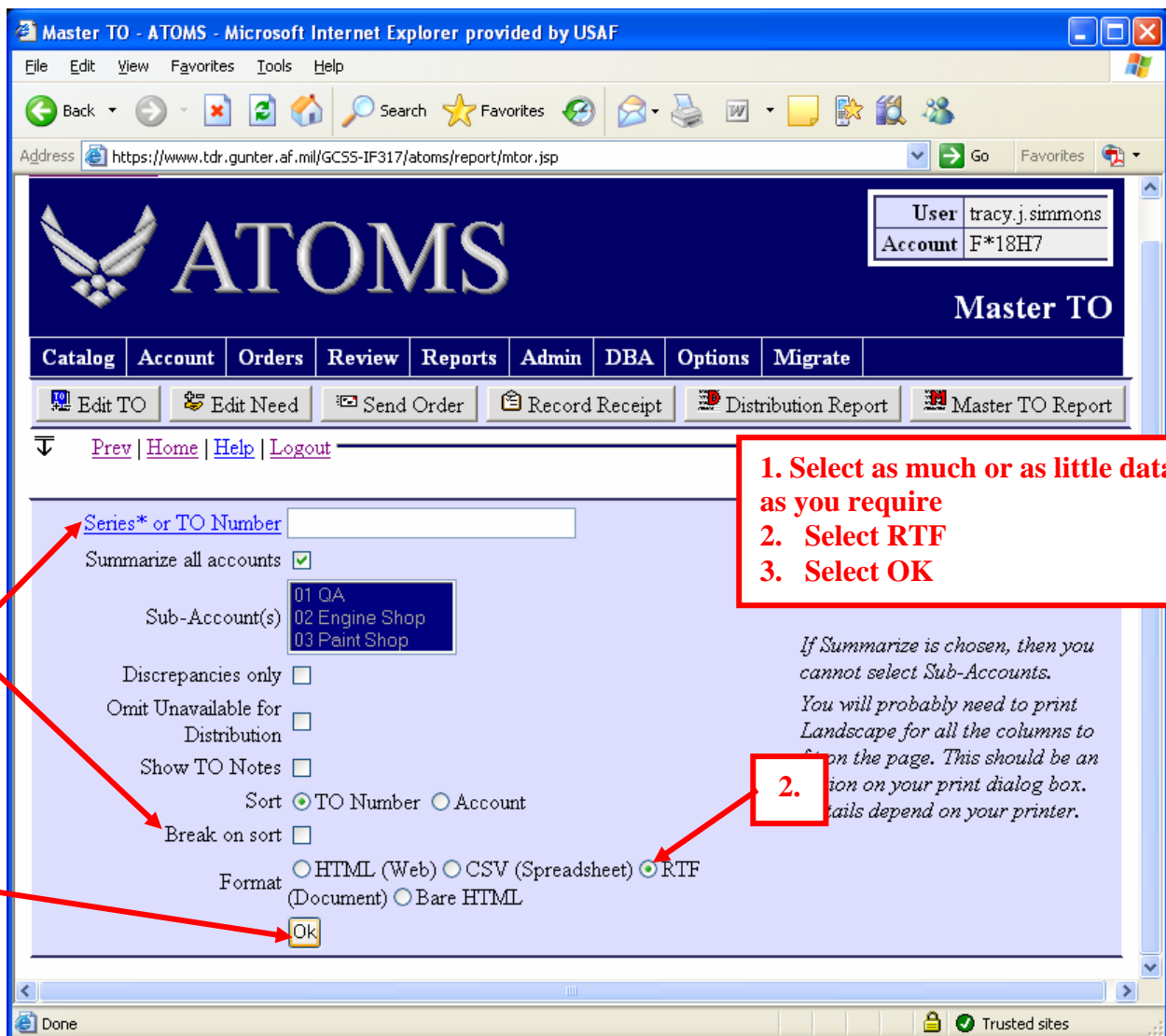


Figure 11

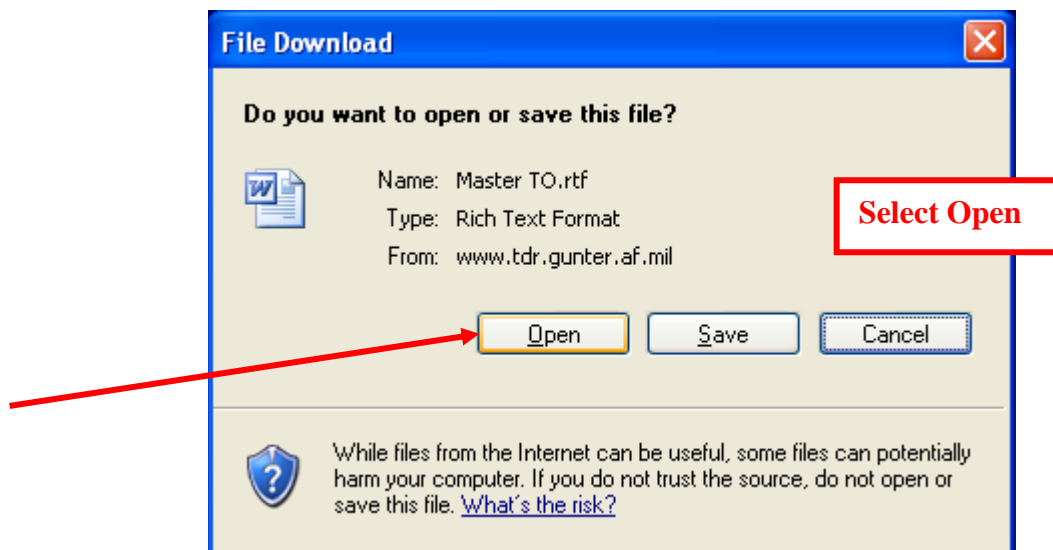


Figure 12

Master TO[1].rtf - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

Type a question for help

Normal + Bold Times New Roman 12

Master TO

For Official Use Only

TO Num	Increment Code	Stock Num	Pub Date	Inc Status	Distribution Date	Subscribe	On H
1-1-XXX-1	Basic (paper)	01I049198000006	01 Jan 2003	A	15 Feb 2007	4	4
1-1-XXX-1	Chg 1 (paper)	01I049198000106	01 Feb 2003	A	15 Feb 2007	4	4
2-2-XXX-2	Rev 2 (paper)	02I005520000006	01 Jun 2004	A	15 Feb 2007	8	8
2-2-XXX-2	Rev 2 Chg 2 (paper)	02I005520000206	20 Oct 2006	A	15 Feb 2007	8	8
3-3-XXX	TCTO 503 (paper)	03I000654000006	29 Jan 2003	A		3	
3-3-XXX	Supp 503C (paper)	03I000654C000006	29 Jan 2003	A		3	
3-3-XXX	TCTO	03I00065	28 Feb	A		3	

Page 1 Sec 1 1/2 At 1.3" Ln 1 Col 1 REC TRK EXT OVR

Note: The report is now a Word Doc; see Appendix B for further instructions for its use

Figure 13

Printing from the Program

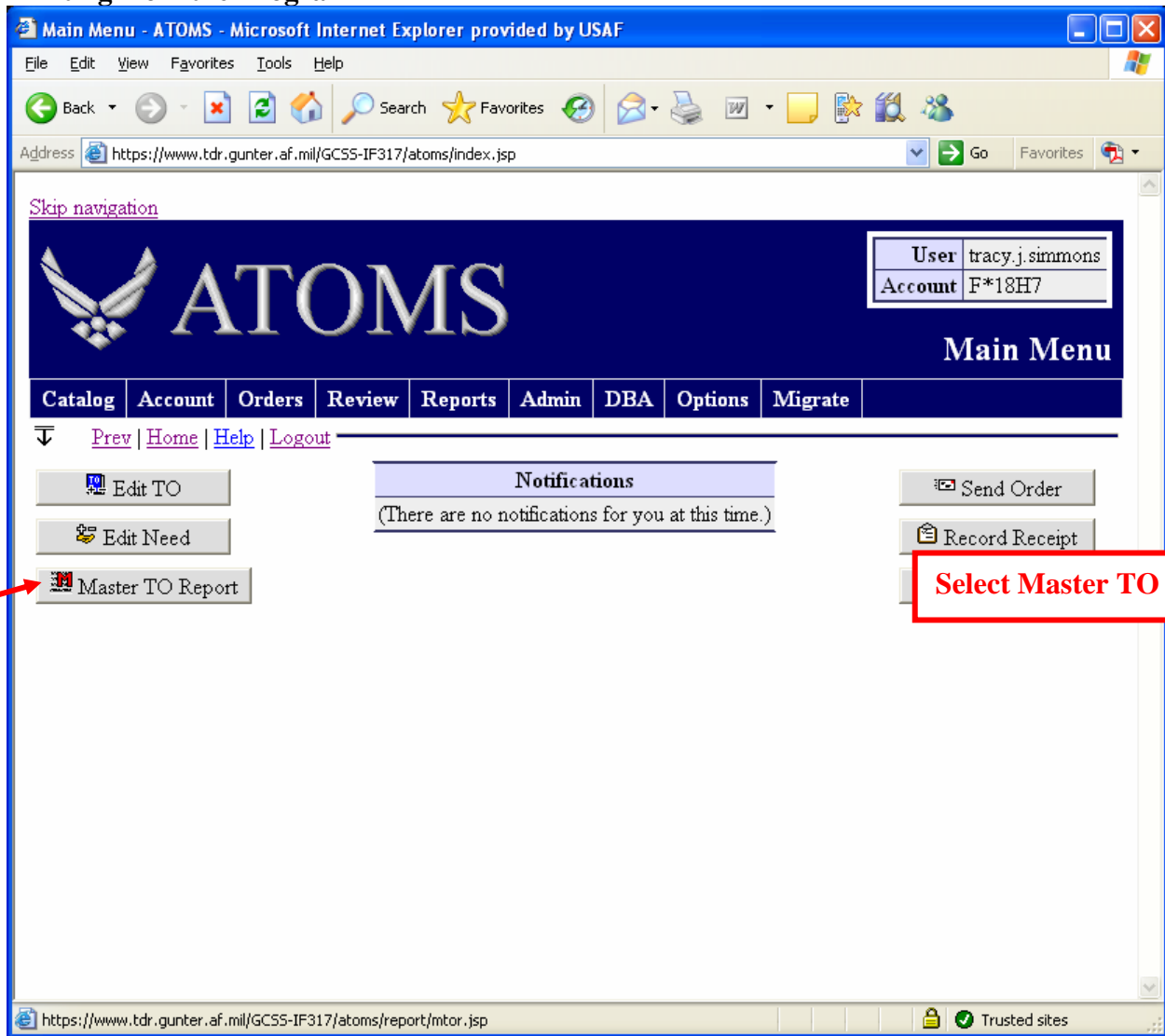


Figure 14

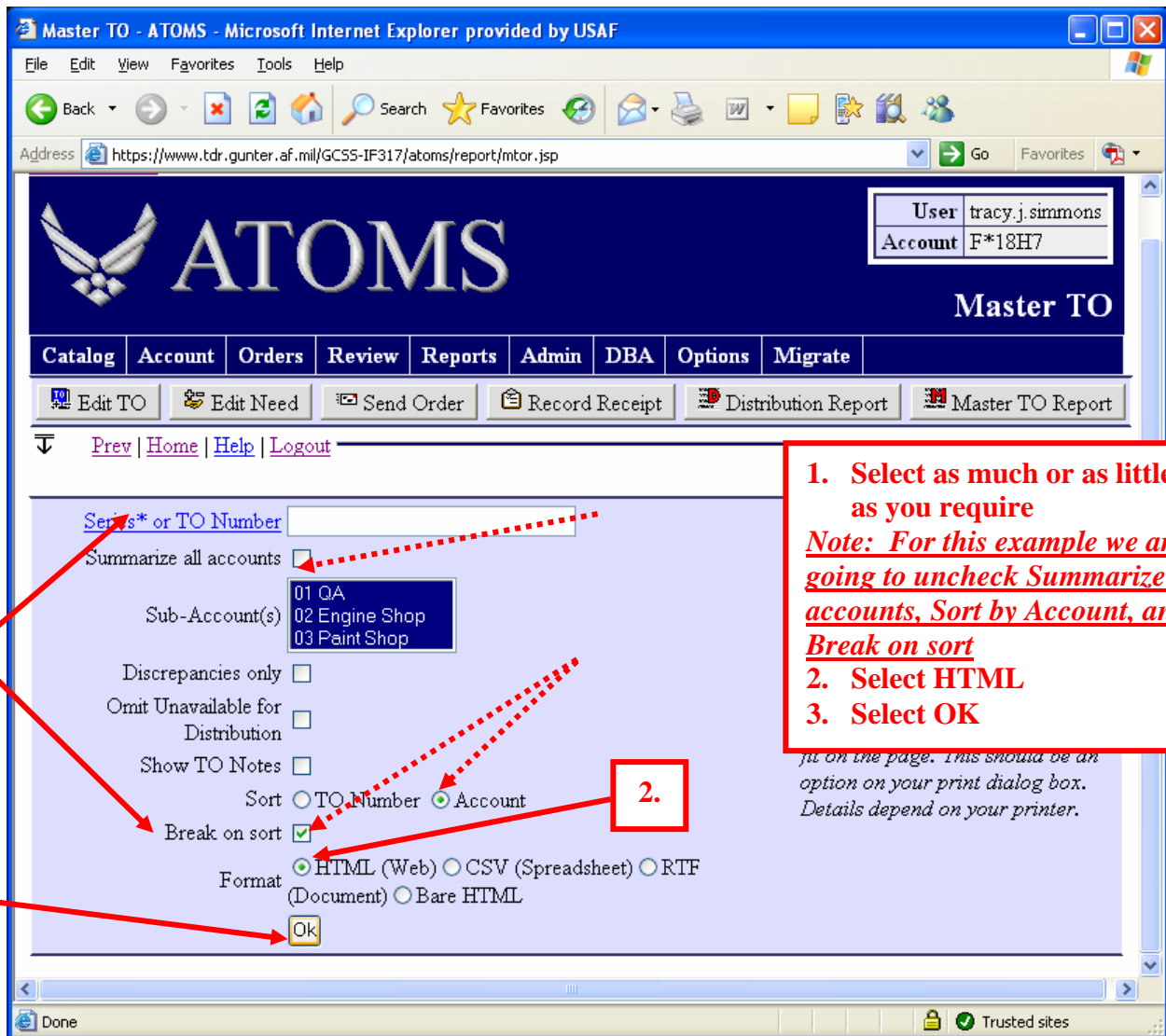


Figure 15

Master TO - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/report/mtor.jsp> Go Favorites

Format ☒ HTML (Web) ☐ CSV (Spreadsheet) ☐ RTF (Document) ☐ Bare HTML

Sub Account	TO Num	Increment	Stock Num	Pub Date	Inc Status	Distribution Date	Subscribe	Onhand	On Order
01 QA	1-1-XXXX-1	Basic (paper)	01I049198000006	01 Jan 2003	A	15 Feb 2007	1	1	
01 QA	1-1-XXXX-1	Chg 1 (paper)	01I049198000106	01 Feb 2003	A	15 Feb 2007			

Sub Account	TO Num	Increment	Stock Num	Pub Date	Inc Status	Distribution Date	Subscribe	Onhand	On Order
02 Engine Shop	1-1-XXXX-1	Basic (paper)	01I049198000006	01 Jan 2003	A	15 Feb 2007			
02 Engine Shop	1-1-XXXX-1	Chg 1 (paper)	01I049198000106	01 Feb 2003	A	15 Feb 2007			

Sub Account	TO Num	Increment	Stock Num	Pub Date	Inc Status	Distribution Date	Subscribe	Onhand	On Order
03 Paint Shop	1-1-XXXX-1	Basic (paper)	01I049198000006	01 Jan 2003	A	15 Feb 2007	2	2	
03 Paint Shop	1-1-XXXX-1	Chg 1 (paper)	01I049198000106	01 Feb 2003	A	15 Feb 2007	2	2	

Done Trusted sites

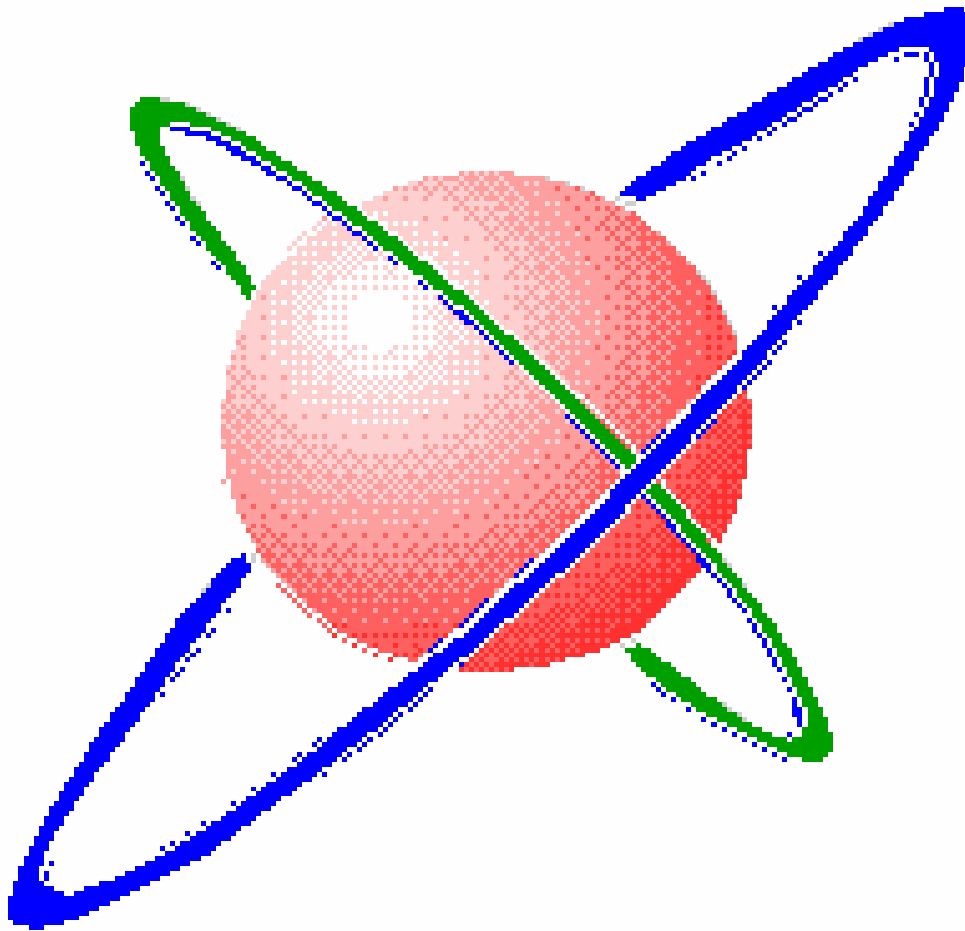
Select Print

Note: This will send the report directly to your default printer and when it prints, it will place each different break on a separate sheet of paper, i.e. each subaccount will have its own sheet of paper

Figure 16

Having problems with your TO account, contact aac.wmbc.jcalsadmin@eglin.af.mil for assistance.

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



7. DISTRIBUTION REPORT

Having problems with your TO account, contact aac.wmbc.jcalsadmin@eglin.af.mil for assistance.

DISTRIBUTION REPORT

The following Training Aid was developed to provide visual instructions for running distribution reports for Web ATOMS. This material is intended to provide users with the minimal requirements necessary to run distribution reports. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

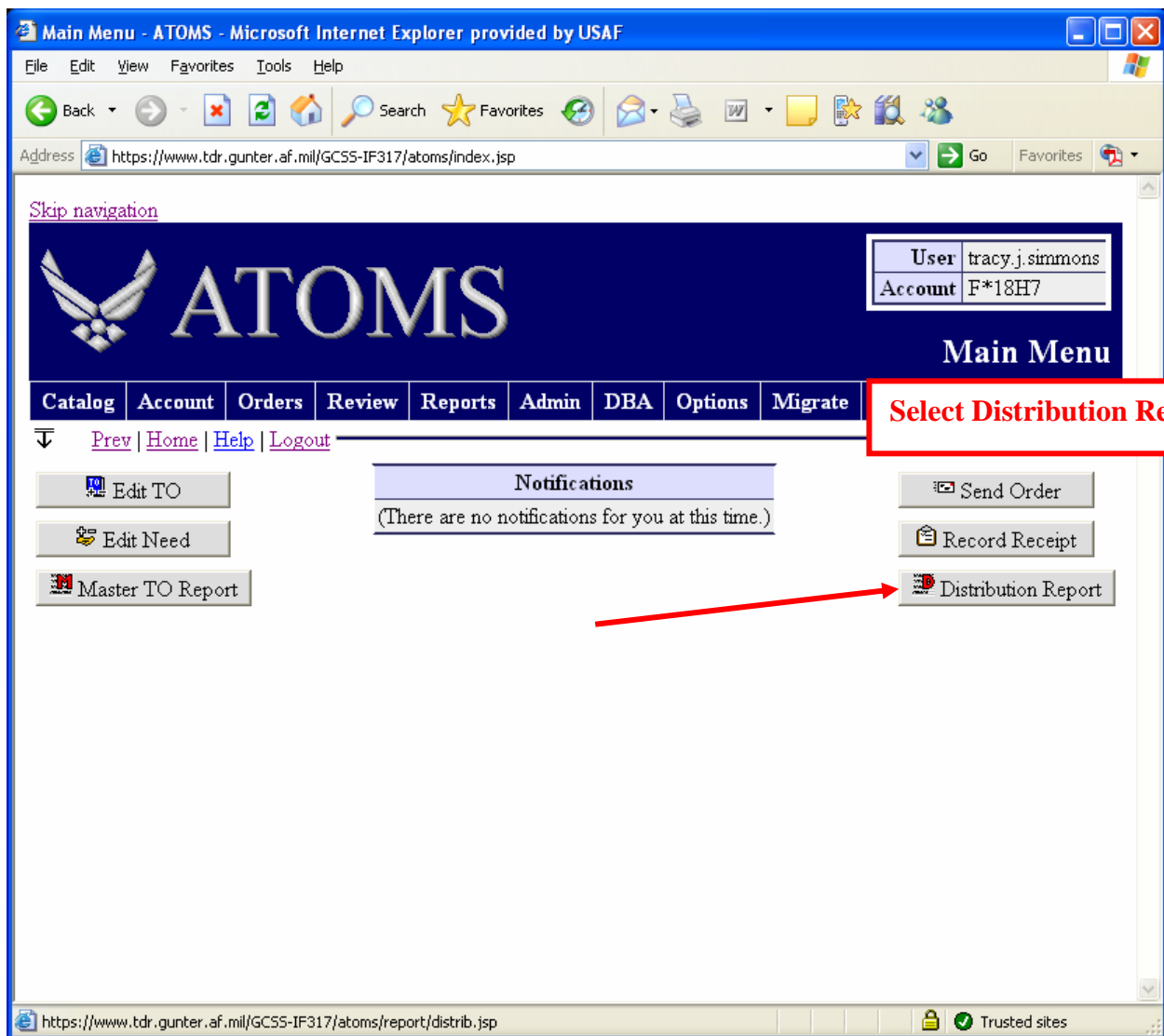


Figure 1


Distribution - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail New Window

Address <https://www.tdr.gunter.af.mil/GC55-IF317/atoms/report/distrib.jsp> Go Favorites

Skip navigation



ATOMS

User: tracy.j.simmons
Account: F*18H7

Distribution

Catalog Account Orders Review Reports Admin DBA Options Migrate

Edit TO Edit Need Send Order Record Receipt Distribution Report Master TO Report

Prev Home Help Logout

Recent ☒ Current report ☐ Prior report ☐ By date range

Date from thru

Series* or TO Number

Sub-Account(s)

- 01 QA
- 02 Engine Shop
- 03 Paint Shop

Summarize ☐

Sort ☒ Account ☐ Date ☐ TO Number

Break on sort ☐

Format ☒ HTML (Web) ☐ CSV (Spreadsheet) ☐ RTF (Document) ☐ Bare HTML

Ok

1. Fill in as much or as little data as you require

2. Select OK

Figure 2

Distribution - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Mail New Window

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/report/distrib.jsp> Go Favorites

Break on sort ☐

Format ☒ HTML (Web) ☐ CSV (Spreadsheet) ☐ RTF (Document) ☐ Bare HTML

Ok

Print

Account	TO Nun	Increment	Tx Date	Distrib Time	Action	Qty
01 QA	1-1-XXX-1	Basic (paper)	14 Feb 2007	15 Feb 2007	R	1
01 QA	1-1-XXX-1	Chg 1 (paper)	14 Feb 2007	15 Feb 2007	R	1
01 QA	2-2-XXX-2	Rev 2 (paper)	14 Feb 2007	15 Feb 2007	R	1
01 QA	2-2-XXX-2	Rev 2 Chg 2 (paper)	14 Feb 2007	15 Feb 2007	R	1
01 QA	3-3-XXX-3	Basic (CD-ROM)	14 Feb 2007	15 Feb 2007	R	1
02 Engine Shop	1-1-XXX-1	Basic (paper)	14 Feb 2007	15 Feb 2007	R	1
02 Engine Shop	1-1-XXX-1	Chg 1 (paper)	14 Feb 2007	15 Feb 2007	R	1
02 Engine Shop	2-2-XXX-2	Rev 2 (paper)	14 Feb 2007	15 Feb 2007	R	1
02 Engine Shop	2-2-XXX-2	Rev 2 Chg 2 (paper)	14 Feb 2007	15 Feb 2007	R	3
02 Engine Shop	3-3-XXX-3	Basic (CD-ROM)	14 Feb 2007	15 Feb 2007	R	6
03 Paint Shop	1-1-XXX-1	Basic (paper)	14 Feb 2007	15 Feb 2007	R	2
03 Paint Shop	1-1-XXX-1	Chg 1 (paper)	14 Feb 2007	15 Feb 2007	R	2
03 Paint Shop	2-2-XXX-2	Rev 2 (paper)	14 Feb 2007	15 Feb 2007	R	4
03 Paint Shop	2-2-XXX-2	Rev 2 Chg 2 (paper)	14 Feb 2007	15 Feb 2007	R	4
03 Paint Shop	3-3-XXX-3	Basic (CD-ROM)	14 Feb 2007	15 Feb 2007	R	6
03 Paint Shop	9-9-XXX-9	Basic (paper)	14 Feb 2007	15 Feb 2007	R	4
03 Paint Shop	9-9-XXX-9	Chg 1 (paper)	14 Feb 2007	15 Feb 2007	R	4

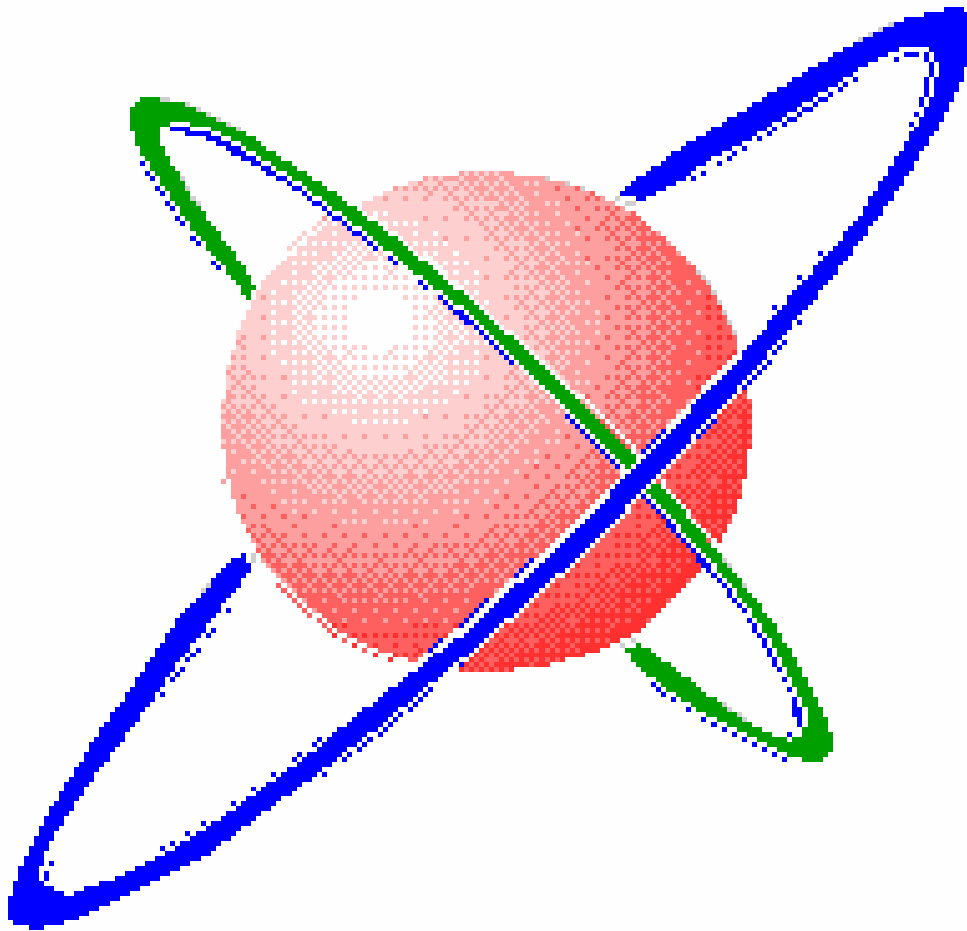
Done Trusted sites

This will be your distribution data
Note: You can find information on each block in Section 6 Master TO Reports

Figure 3

BLANK PAGE

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



8. TRANSFERRING OR COMBINING SUB- ACCOUNT DATA

Having problems with your TO account, contact aac.wmbc.jcalsadmin@eglin.af.mil for assistance.

TRANSFERRING OR COMBINING SUB-ACCOUNT DATA

The following Training Aid was developed to provide visual instructions for transferring sub account data or combining subaccount data for Web ATOMS. This material is intended to provide users with the minimal requirements necessary to transfer sub account data. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

Transferring Subaccounts

Note: Figures 1-5 are the procedures for transferring data from a main TODO database. Figures 1 – 5 would be performed by a TODO. Figures 6 – 9 would be performed by the gaining TODA or the gaining TODO.

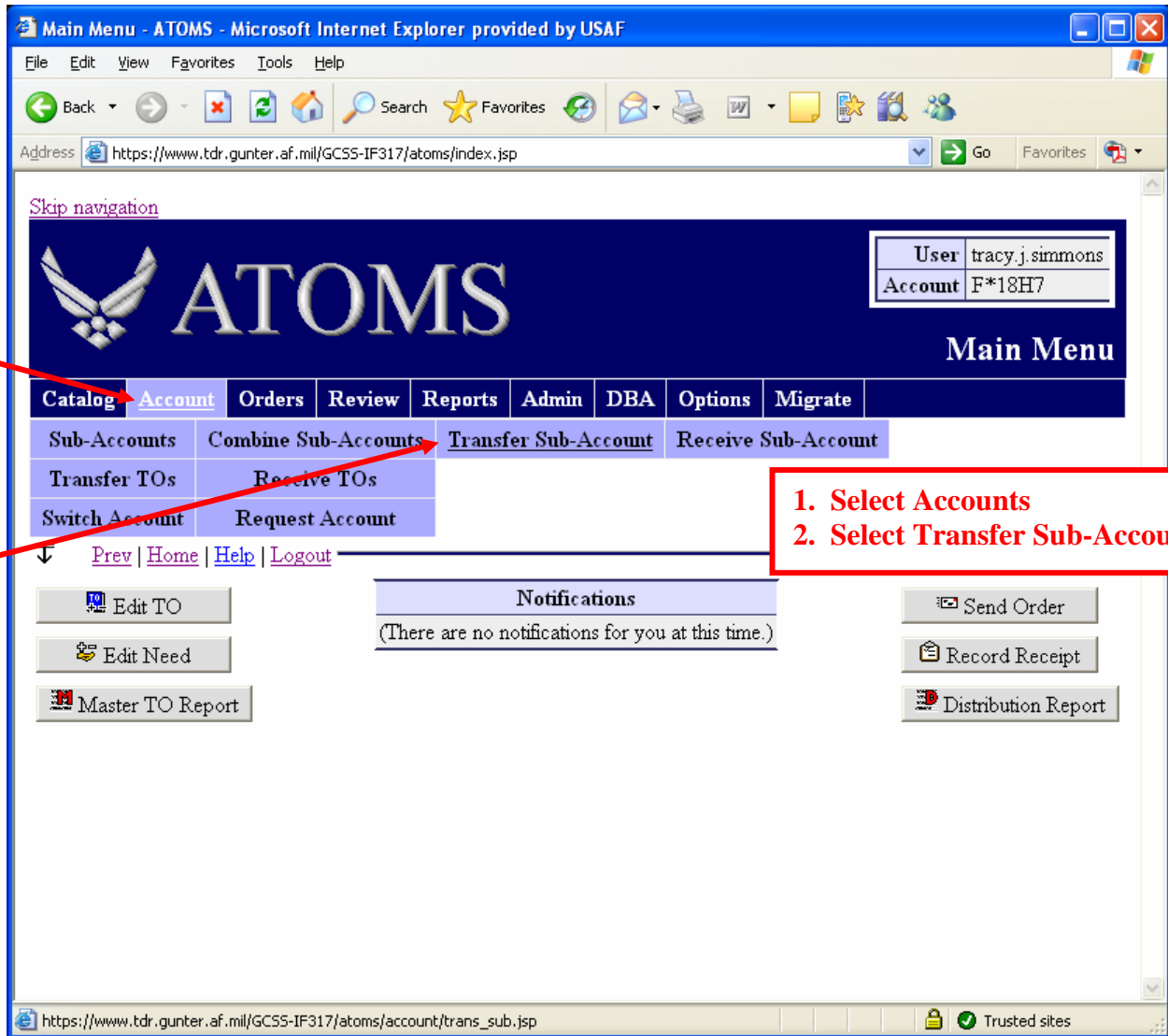


Figure 1

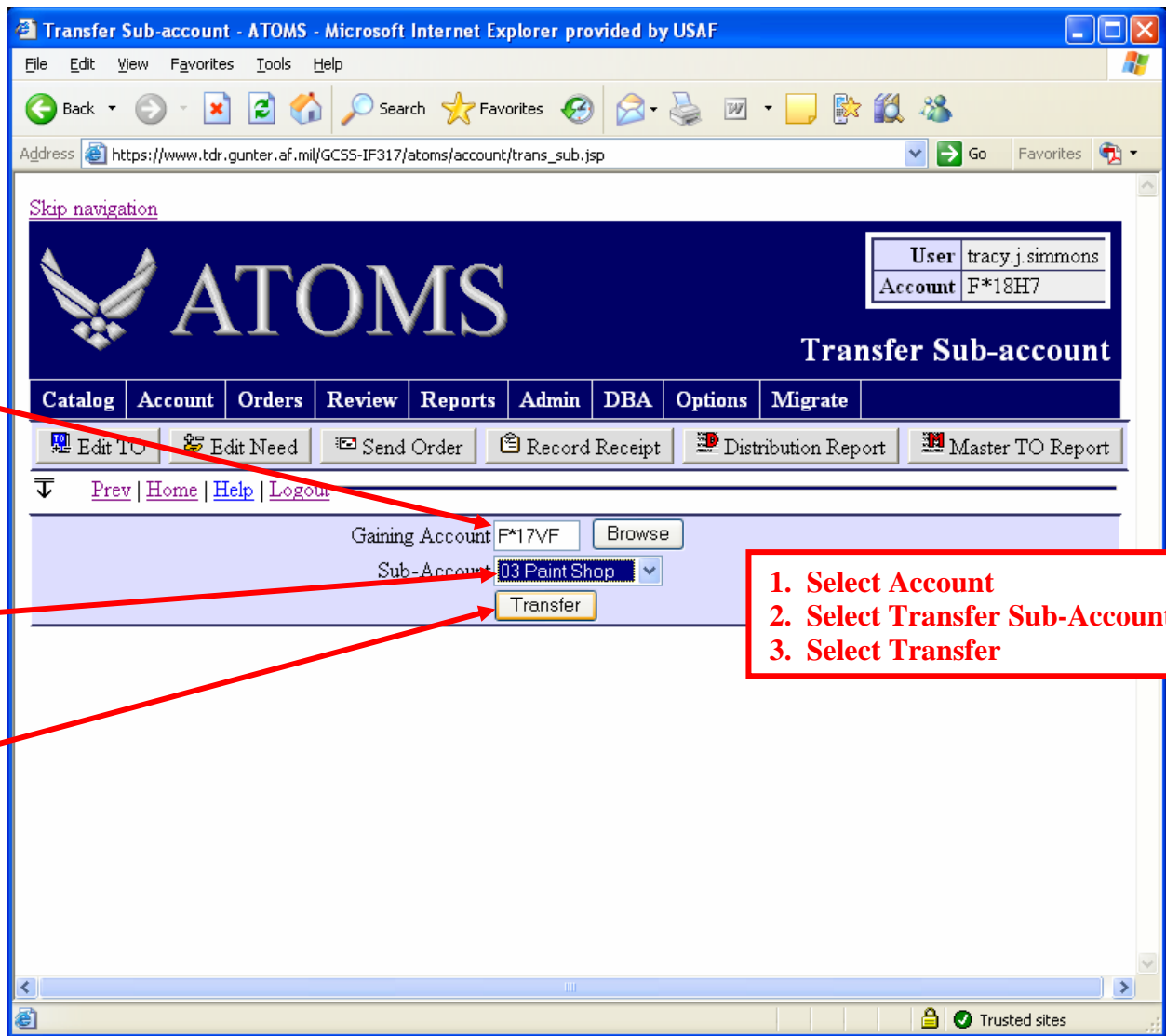


Figure 2

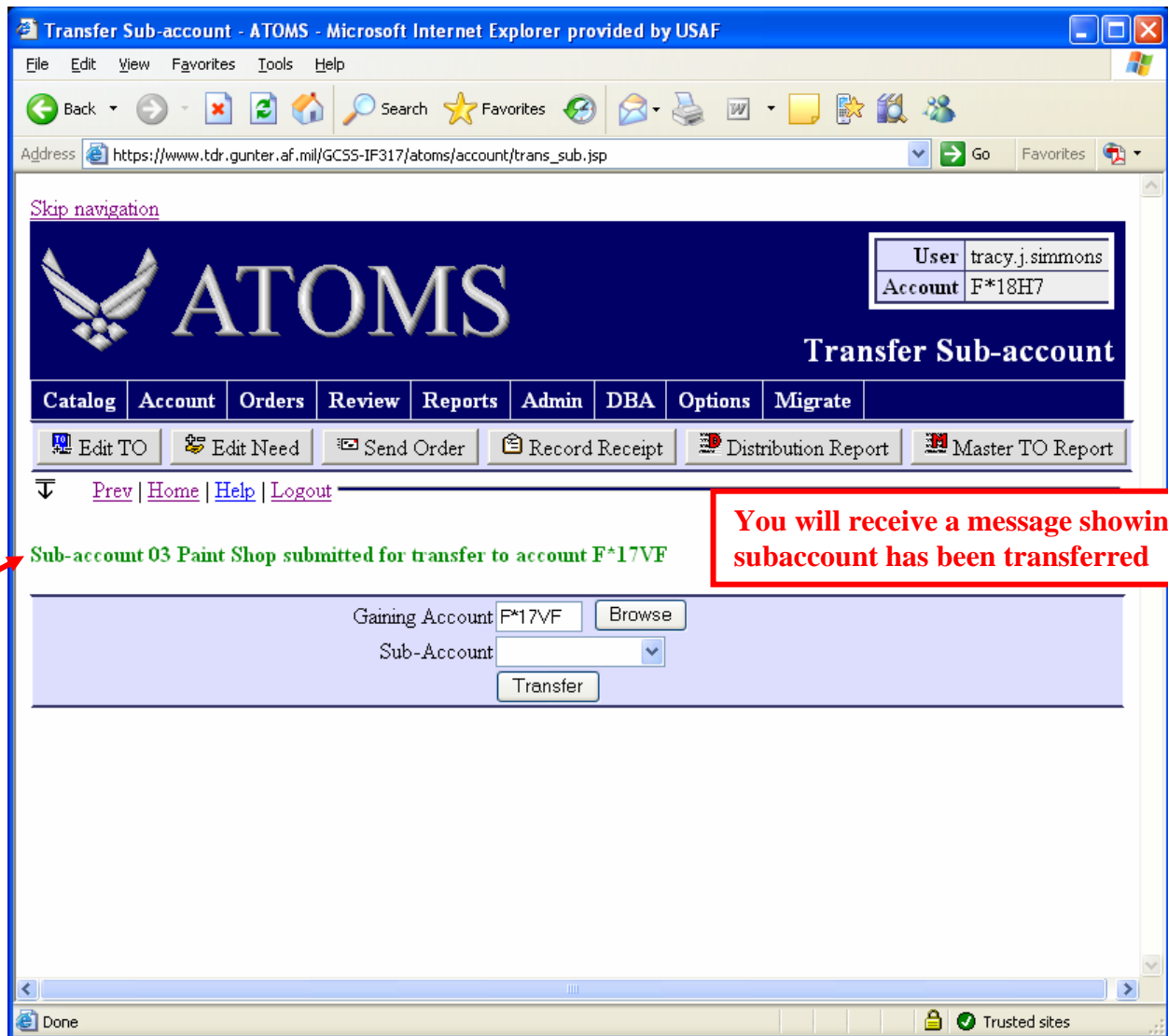


Figure 3

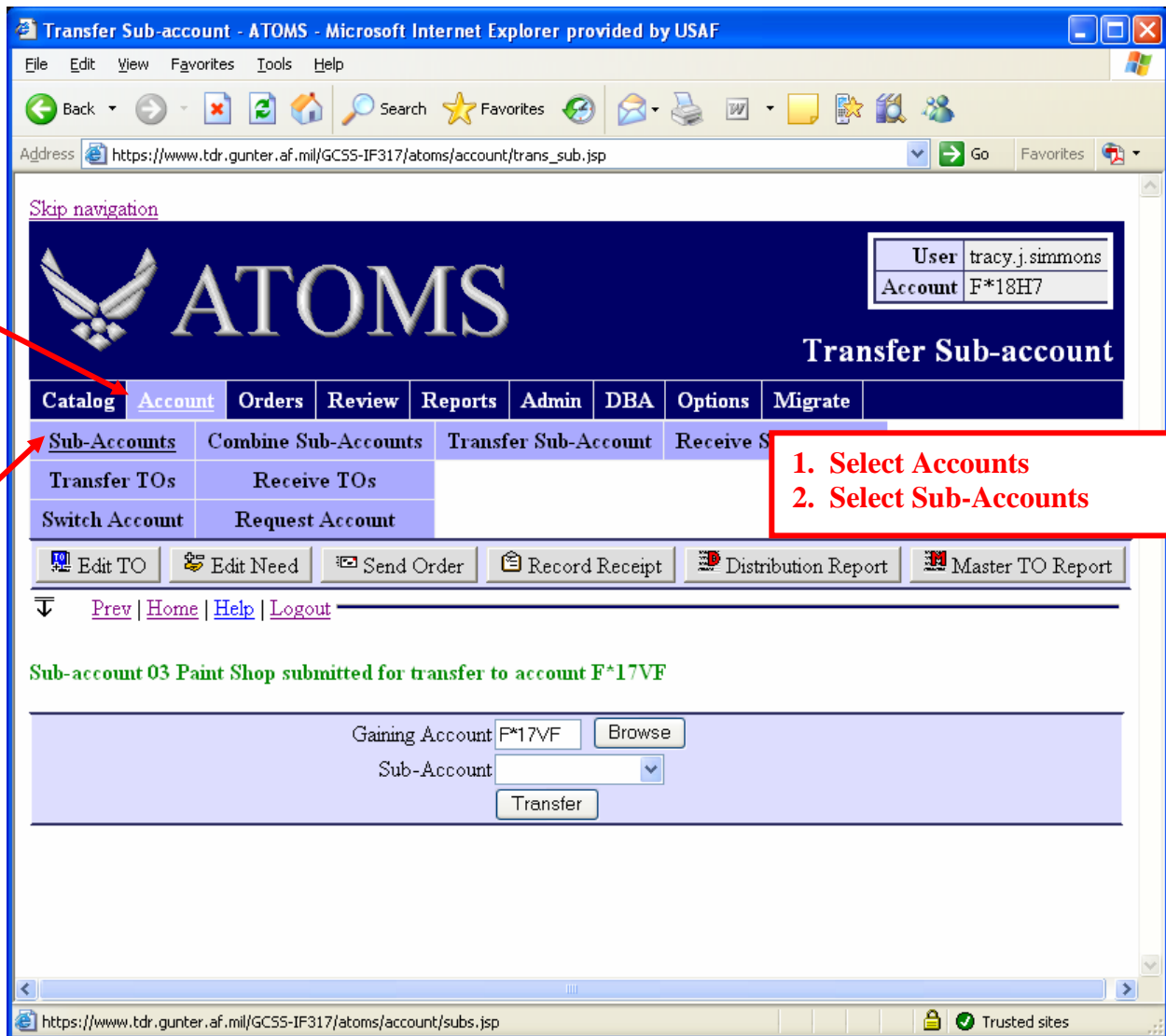


Figure 4


Sub-Accounts - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail New Window

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/account/subs.jsp> Go Favorites

Skip navigation



User: tracy.j.simmons

Account: F*18H7

Sub-Accounts

Catalog Account Orders Review Reports Admin DBA Options Migrate

Edit TO Edit Need Send Order Record Receipt

Prev Home Help Logout

Note: The chosen Sub-account has been removed

Office			Contact						
Account	MAJCOM	Base	AF Portal ID	Precedence	Authorized Access	Name	Email	Comm Phone	DSN Phone
F*18H7			tracy.j.simmons	P	Y	Tracy Simmons	tracy.simmons2.ctr@eglin.af.mil	850-883-3052	873-3052
01 QA	AFMC	Eglin	tracy.j.simmons	A	N	Tracy Simmons	tracy.simmons2.ctr@eglin.af.mil	850-883-3052	873-3052
02 Engine Shop	AFMC	Eglin	mark.carter	A	N	Mark Carter	mark.carter.ctr@eglin.af.mil	850-883-3054	875-3054
(Add Sub-Account)			(Add Contact)						

Trusted sites

Figure 5

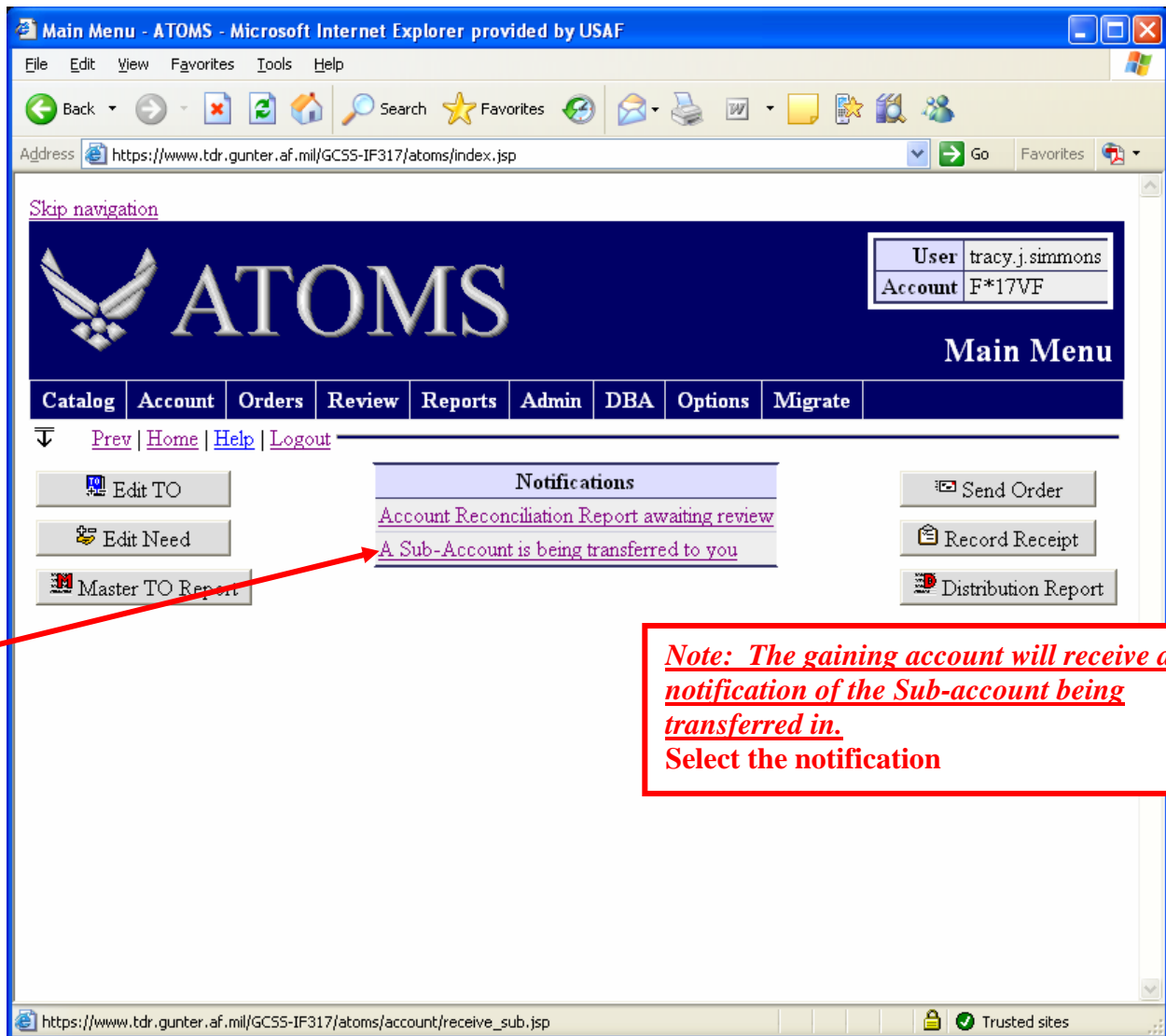


Figure 6

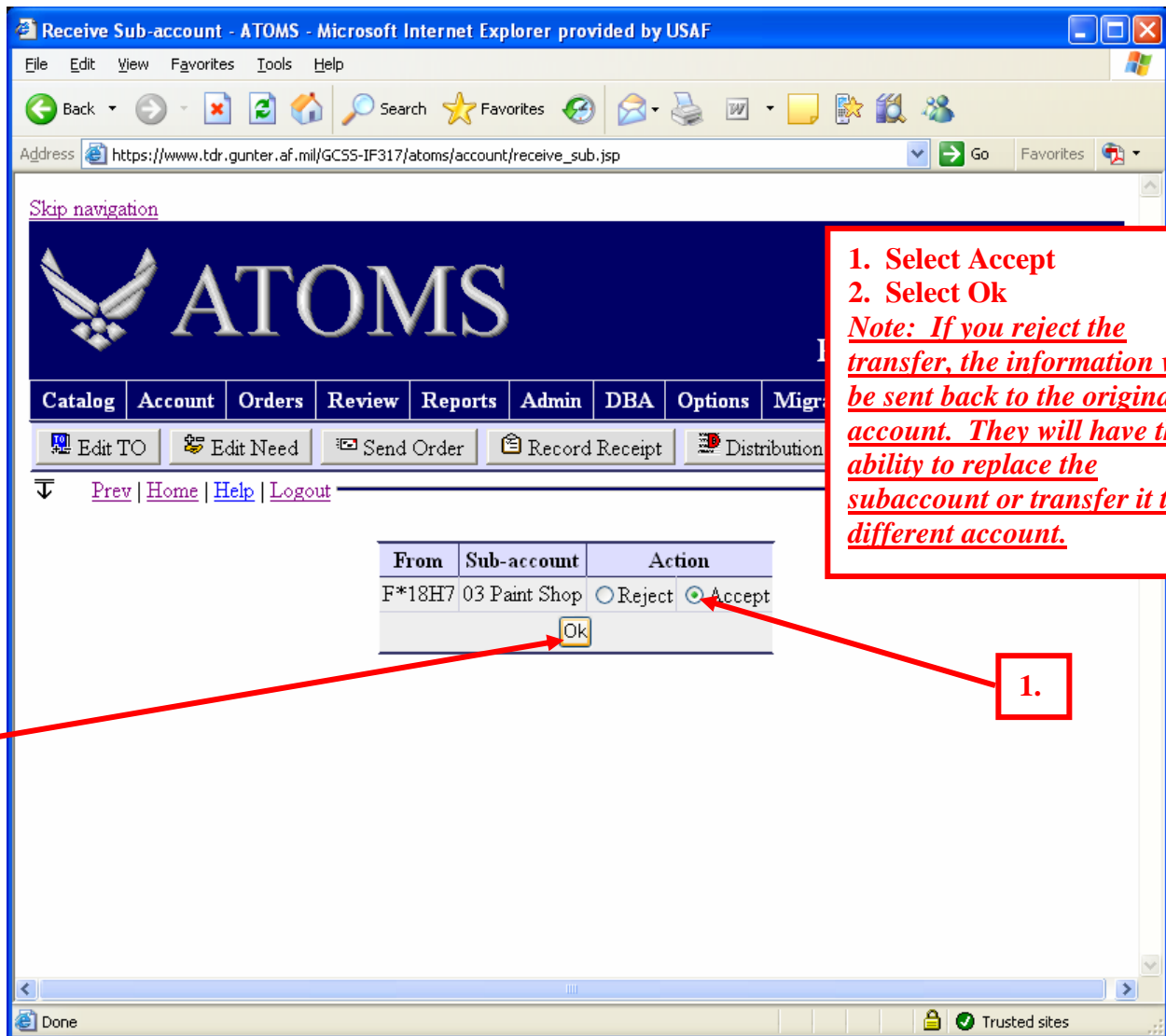


Figure 7

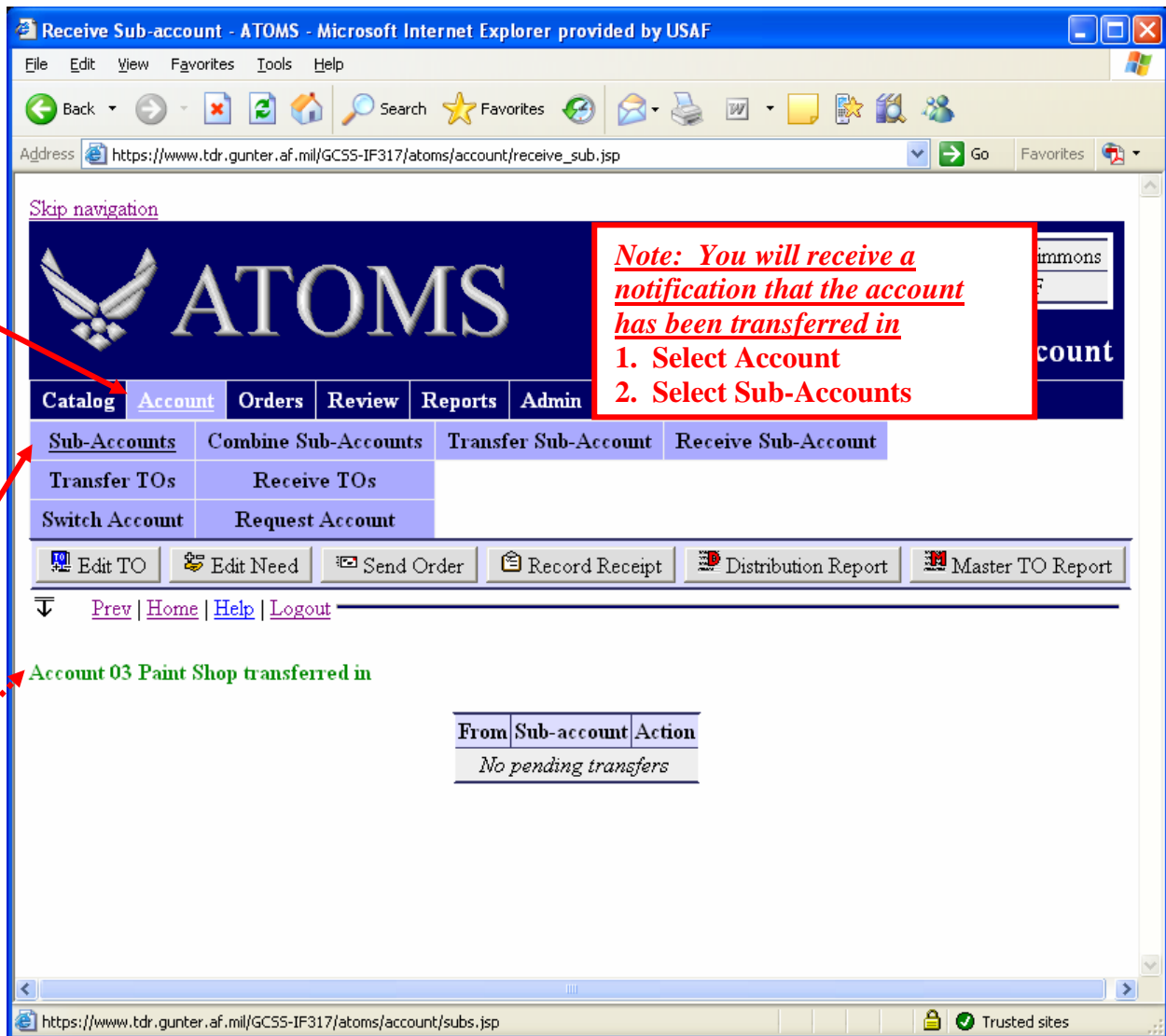


Figure 8

1.

2.

Note: Ensure the Sub-account has been added
1. Select Order
2. Select Send Order
Note: Sending an order will notify JCALS of the change in account subscription quantities

Office		Account	MAJCOM	Base	AF Portal ID	Precedence	Authorized Access	Name	
		F*17VF			tracy.i.simmons	P	Y	Tracy Simmons	tracy.s
		03 Paint Shop	AFMC	Eglin	tracy.i.simmons	A	Y	Tracy Simmons	tracy.s
		Lib			rodney.wilson	A	Y	Rodney Wilson	rodney.wilson.ctr@eglin.af.mil 897-2345 875-3053

(Add Sub-Account) (Add Contact)

https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/order/order.jsp Trusted sites

Figure 9

Combining Subaccounts

1. Select Accounts

2. Select Combine Accounts

Note: This process will only work if the subaccounts to be combined have never had contacts that were authorized access

1. Select Accounts

2. Select Combine Accounts

The screenshot shows the ATOMS web application interface. The top navigation bar includes links for Catalog, Account, Orders, Review, Reports, Admin, DBA, and Options. The 'Account' menu is expanded, showing options like Sub-Accounts, Combine Sub-Accounts, Transfer Sub-Account, and Receive Sub-Account. The 'Combine Sub-Accounts' option is highlighted. A red box labeled '1.' points to the 'Account' menu, and another red box labeled '2.' points to the 'Combine Sub-Accounts' option. A note in a red box states: 'Note: This process will only work if the subaccounts to be combined have never had contacts that were authorized access'. Below the note, the steps '1. Select Accounts' and '2. Select Combine Accounts' are listed. The interface also shows a user login field with the name 'tracy.j.simmons', a 'Skip navigation' link, and a 'Notifications' section with a message: '(There are no notifications for you at this time.)'. The bottom of the page shows the URL 'https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/account/combinesubs.jsp' and a 'Trusted sites' status.

Figure 10

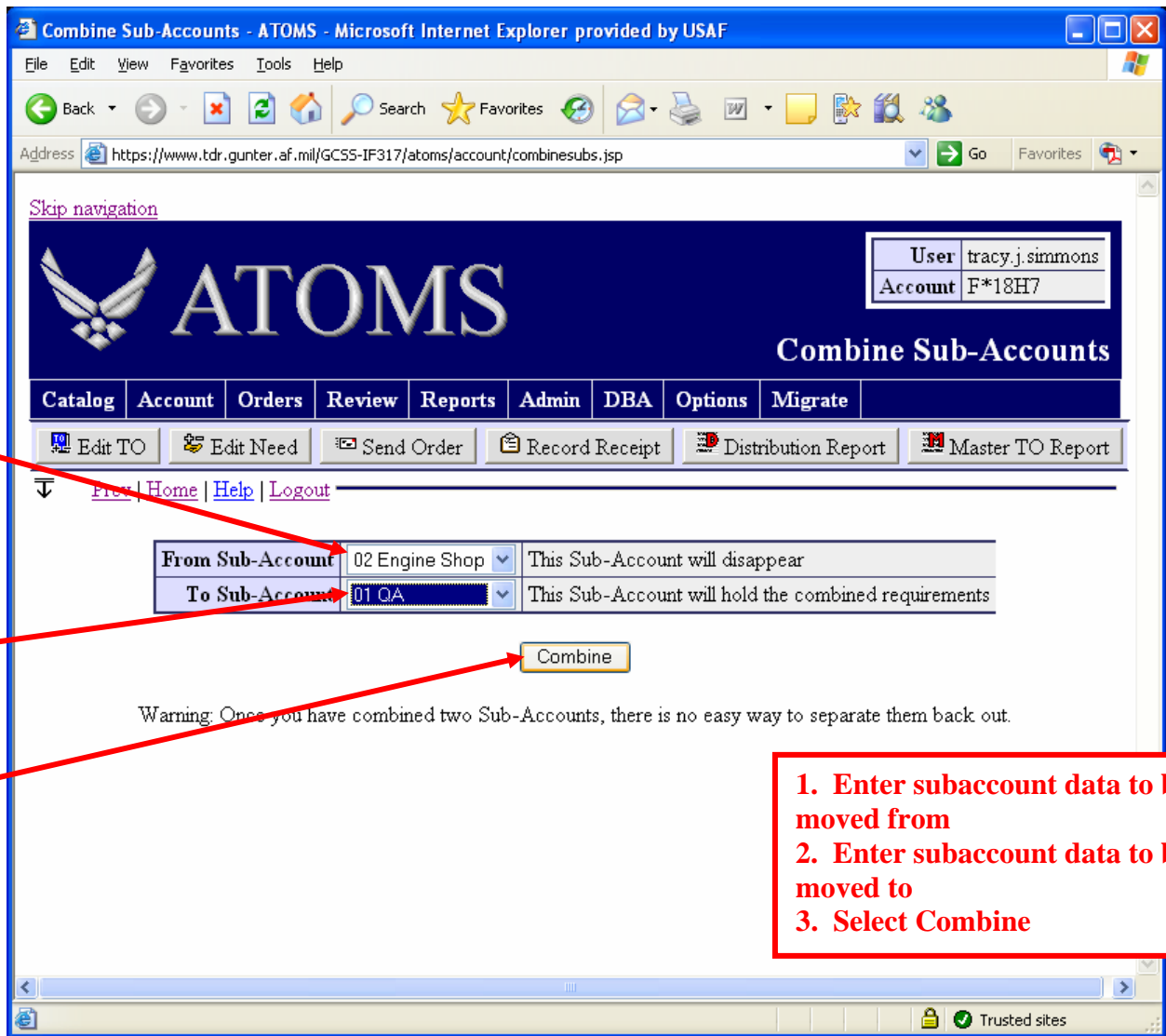


Figure 11

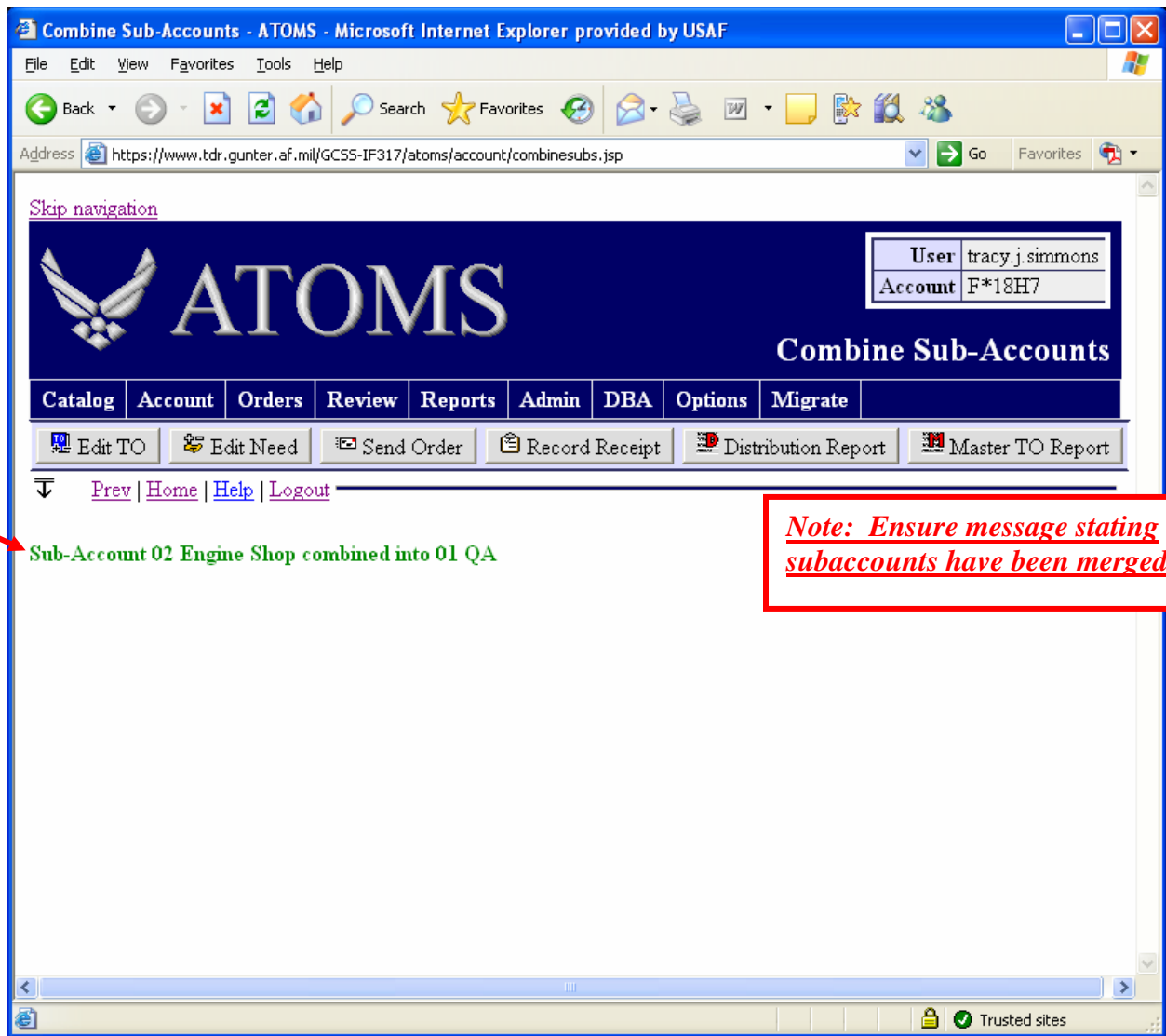


Figure 12

Master TO - ATOMS - Microsoft Internet Explorer provided by USAF

Address: https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/report/mtor.jsp

01 QA	3-3-XXX	Supp 503D (paper)	03I000654D00006	02 Nov 2006	A				
01 QA	3-3-XXX	TCTO 508 (paper)	03I000688000006	08 Nov 2006	A				
01 QA	3-3-XXX	TCTO 509 (paper)	03I000690000006	12 Jan 2007	A				
01 QA	3-3-XXX	TCTO 510 (paper)	03I000692000006	01 Feb 2007	A				
01 QA	3-3-XXX-3	Basic (CD-ROM)	03I00066100000R	03 Jan 2003	A	15 Feb 2007	7	7	
01 QA	4-4-XXX-4	Rev 3 (paper)	04I002853000006	02 Nov 2006	S		4		
01 QA	4-4-XXX-4	Rev 4 (paper)	04I002858000006	12 Jan 2007	A		4		4
01 QA	4-4-XXX-4	Rev 5 (paper)	04I002864000006	01 Feb 2007	A		4		4

Sub Account	TO Num	Increment	Stock Num	Pub Date	Inc Status	Distribution Date	Subscribe	Onhand	On Order
03 Paint Shop	1-1-XXX-1	Basic (paper)	01I049198000006	01 Jan 2003	A	15 Feb 2007	2	2	
03 Paint Shop	1-1-XXX-1	Chg 1 (paper)	01I049198000106	01 Feb 2003	A	15 Feb 2007	2	2	
03 Paint Shop	2-2-XXX-2	Rev 2 (paper)	02I005520000006	01 Jun 2004	A	15 Feb 2007	4	4	
03 Paint Shop	2-2-XXX-2	Rev 2 Chg 2 (paper)	02I005520000206	20 Oct 2006	A	15 Feb 2007	4	4	
03 Paint Shop	3-3-XXX	Supp 503C (paper)	03I000654C00006	29 Jan 2003	A		1		

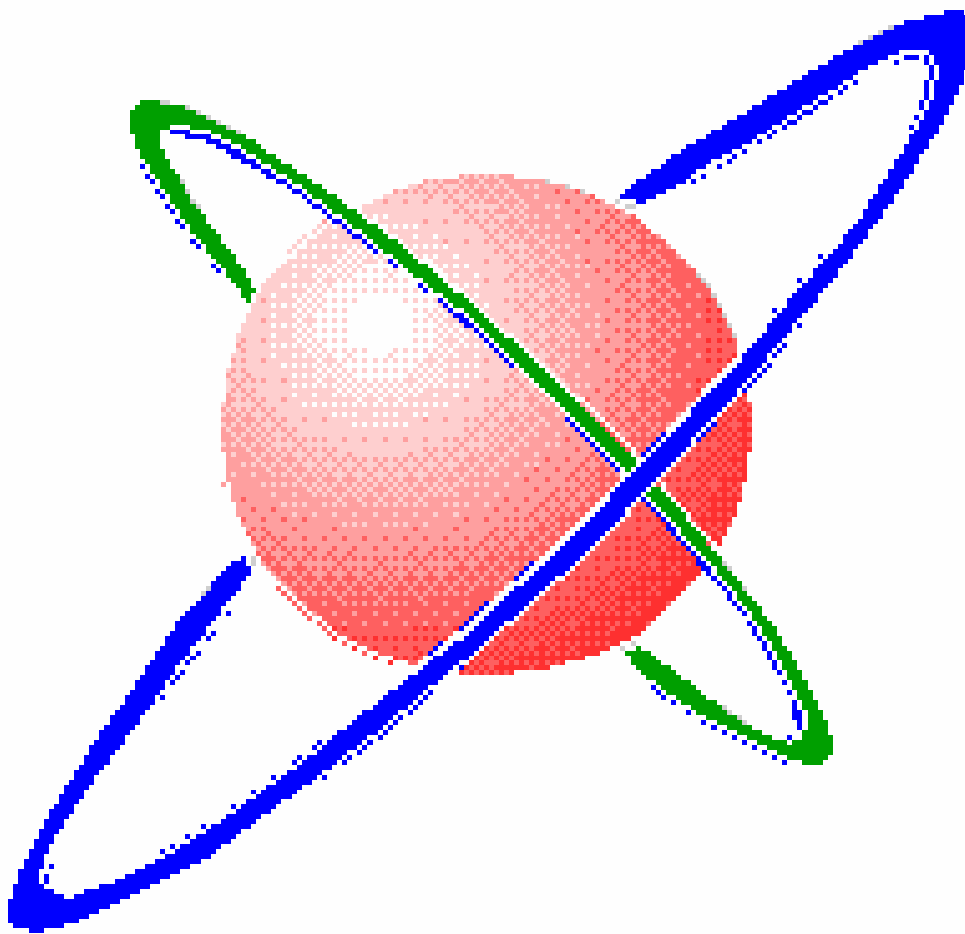
Done Trusted sites

Note: Run a MTOR and ensure that the gaining subaccount has received the books, and the losing subaccount has been removed.

Figure 13

Note: If you have ever assigned a subaccount a contact and authorized the subaccount access, you will not be able to combine that subaccount, even if you go back and remove the access.

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



9. RECONCILE TO ACCOUNT RECONCILIATION REPORT (ARR)

Having problems with your TO account, contact aac.wmbc.jcalsadmin@eglin.af.mil for assistance.

RECONCILE ARR

The following Training Aid was developed to provide visual instructions for reconciling your TO account Reconciliation Report (Old CSRL Report). This aid is to be used in conjunction with the established ATOMS 2000 Users Guide published out of the offices of Wright-Patterson AFB. This training aid is in no way intended to be a stand-alone instruction. This material is intended to provide users with the minimal requirements necessary to reconcile Account Reconciliation Report. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

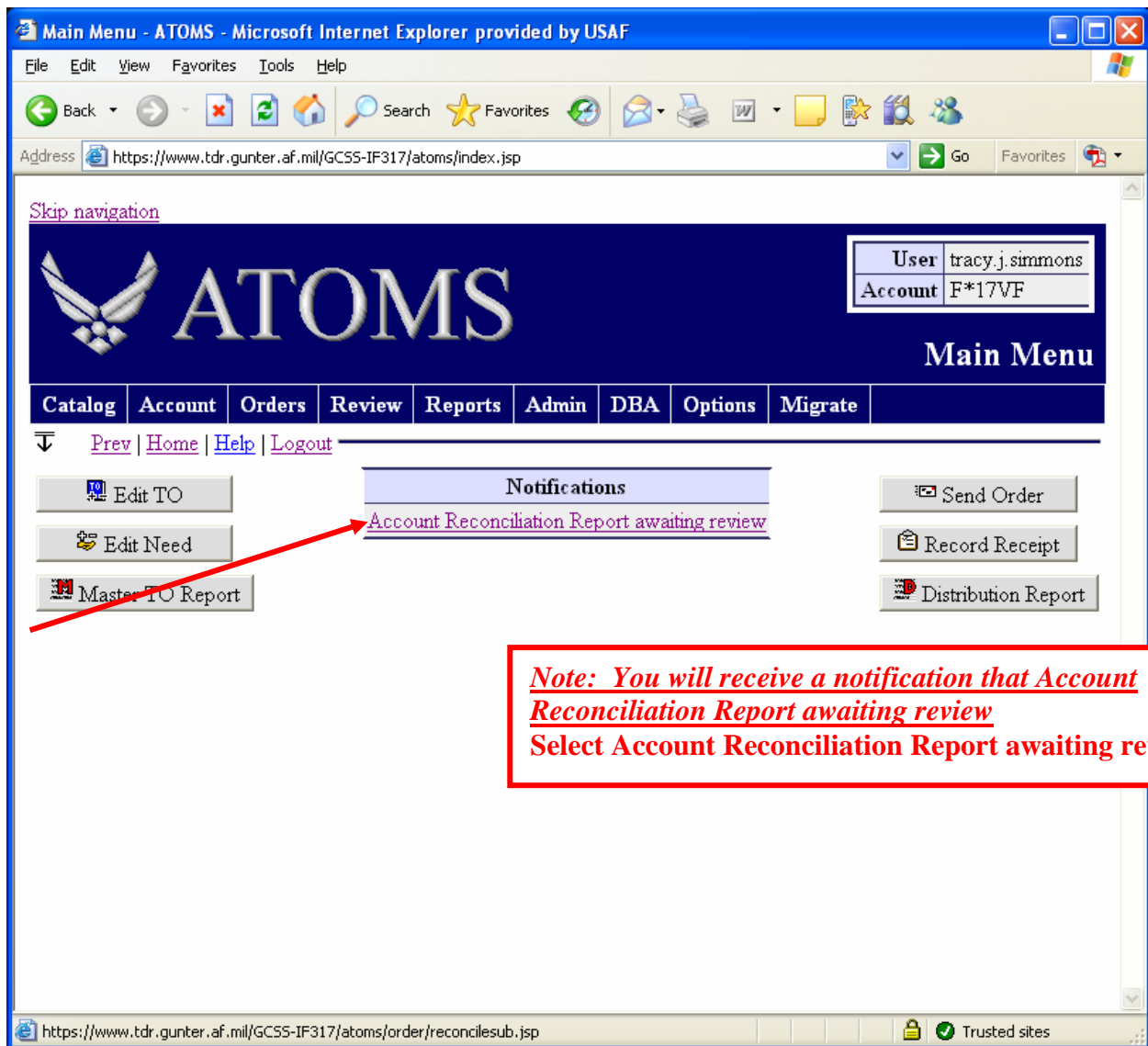


Figure 1

1. Chose whether to Accept JCALS or Accept ATOMS
 2. If for any choice you chose Accept JCALS, chose the subaccount to add the TOs to or subtract the TOs from
- Note: If you are adding TOs to your database, it will only add them to one subaccount. If you are subtracting TOs from your database, and the subaccount you have chosen does not have the TO as a need, it will be taken from the first subaccount that has a need, and continue to subtract from subaccounts until the desired number has been removed*
- Note: If you chose Accept ATOMS you must send an order so the changes will be made in JCALS*
- Continue this process until you have made all of the proper selections and have reached the bottom of the list
3. Select Ok

Account Recon

File Edit View

Back

Address https://

Skip navigation

ATOMS

User tracy.j.simmons
Account F*17VF

Account Reconciliation(ARR)

Catalog Account Orders Review Reports Admin DBA Options Migrate

Edit TO Edit Need Send Order Record Receipt Distribution Report Master TO Report

Prev Home Help Logout

TO	ATOMS Qty	JCALs Qty	Accept ATOMS	Accept JCALS	Sub-Account
7-7-XXXX-7	0	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lib
11-11-XXXX	0	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lib

All ATOMS

All JCALS

You can check or uncheck a range by clicking on the first box and shift-clicking on the last box. This also copies the Sub-Account through the range.

Ok

Done Trusted sites

Figure 2

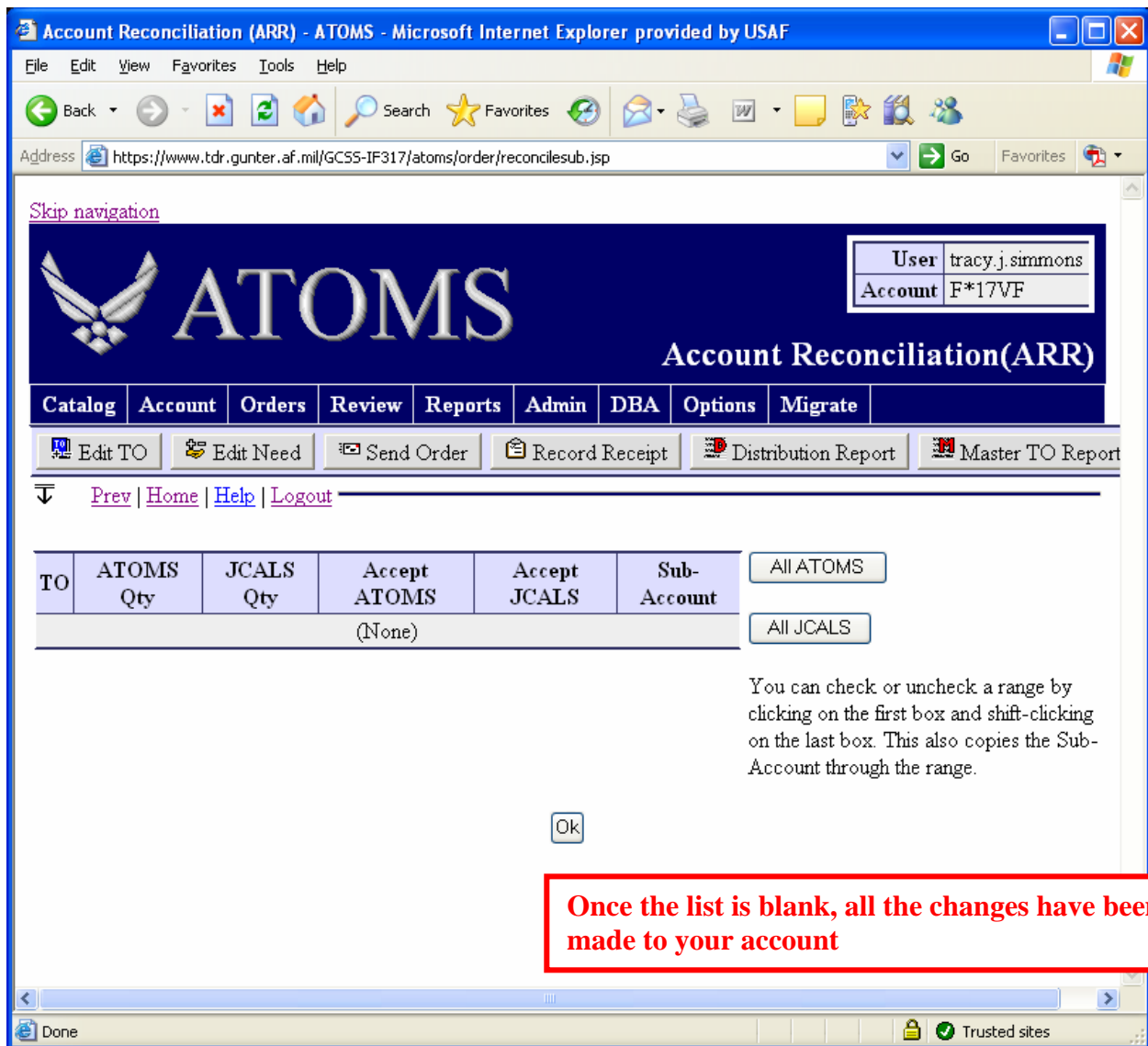
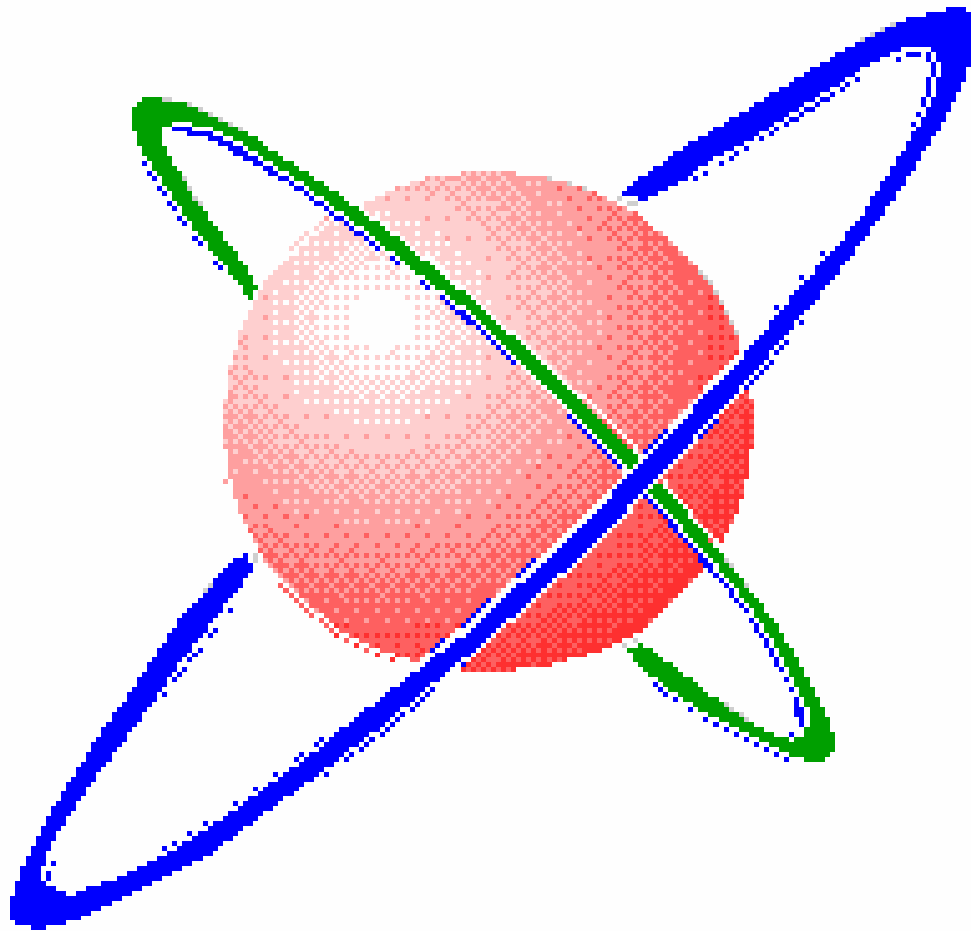


Figure 3

Having problems with your TO account, contact aac.wmbc.icalsadmin@eglin.af.mil for assistance.

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



10. PREFERENCES

PREFERENCES

The following Training Aid was developed to provide visual instructions for Setting Up Preferences. This material is intended to provide users with the minimal requirements necessary to set up their Web ATOMS preferences. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

Note: The only preferences that users are able to change are screen colors, font colors, and font sizes. All other information is created through the Air Force Portal and information from users AFTO Form 43.

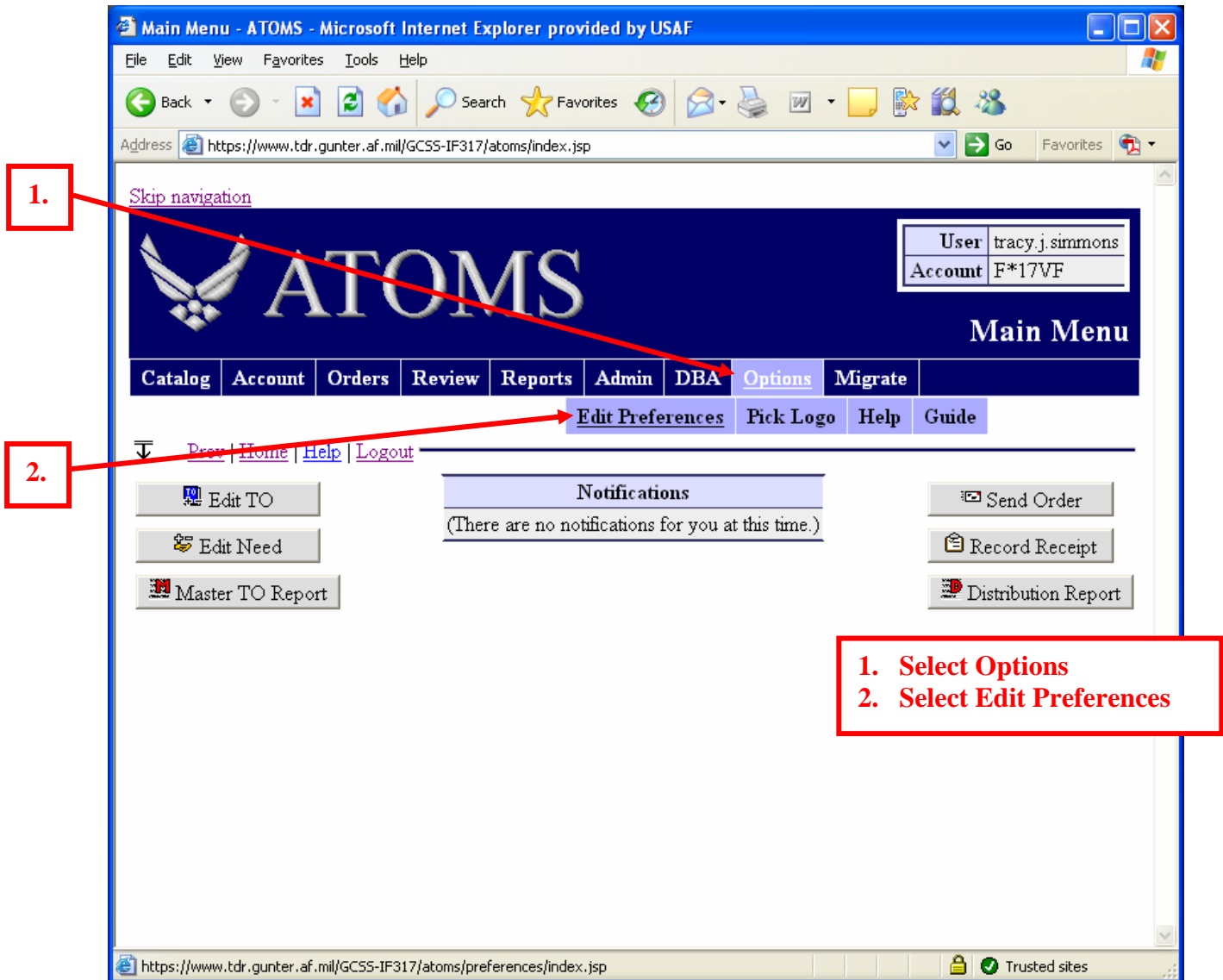


Figure 1

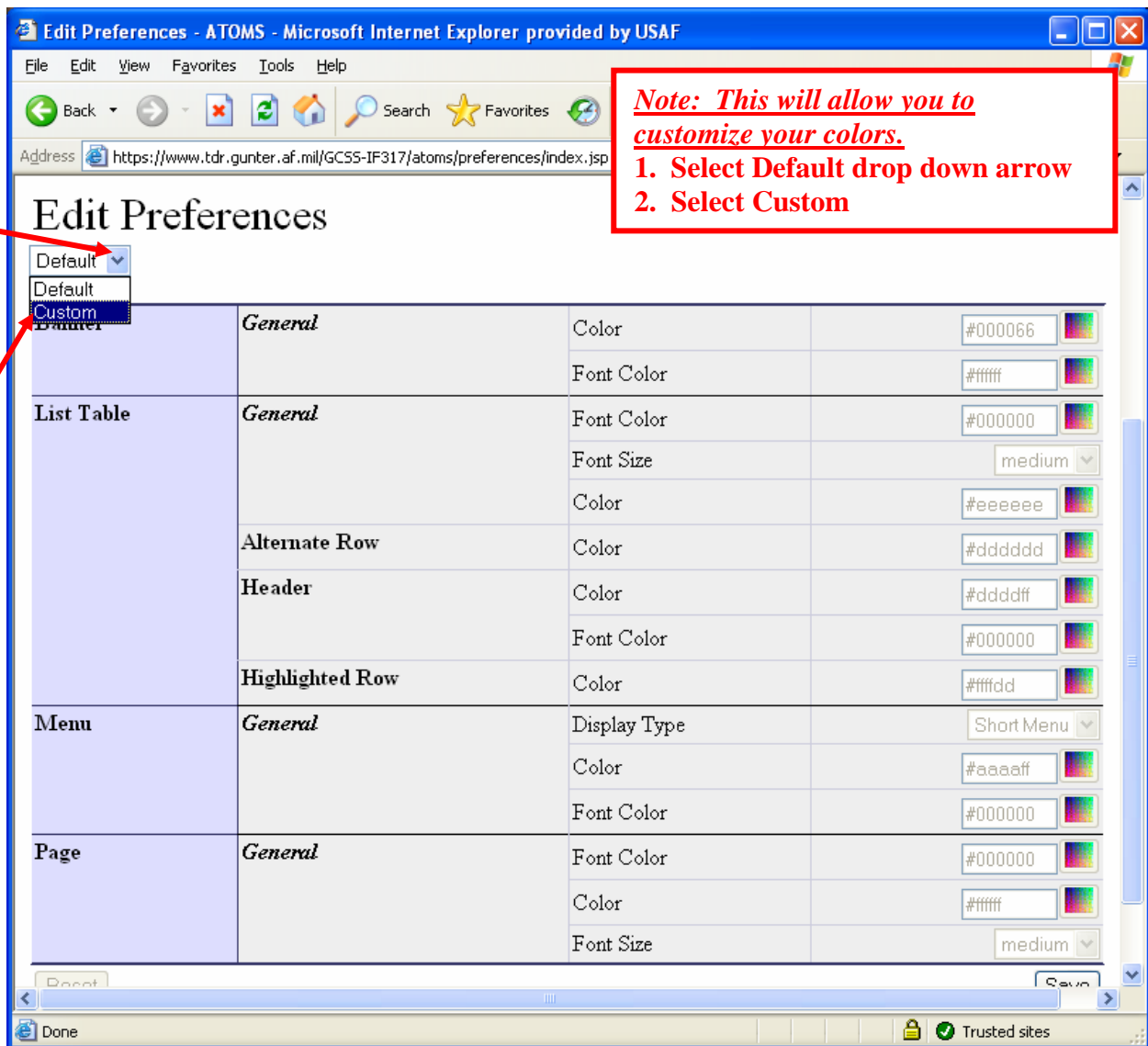


Figure 2

Edit Preferences - ATOMS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search

Address <https://www.tdr.gunter.af.mil/GC55-IF317/atoms/preferences>

1. Make the color changes you like to the areas you like

2. Select Save

Note: You can reset it to your original settings by selecting Reset

Banner	<i>General</i>	Color	#000066	
		Font Color	#ffffff	
List Table	<i>General</i>	Font Color	#000000	
		Font Size	medium	
		Color	#eeeeee	
	<i>Alternate Row</i>	Color	#dddddd	
		<i>Header</i>	Color	#dddfff
			Font Color	#000000
<i>Highlighted Row</i>	Color	#ffffdd		
	<i>General</i>	Display Type	Short Menu	
Color		#aaaaff		
Font Color		#000000		
Page	<i>General</i>	Font Color	#000000	
		Color	#ffffff	
		Font Size	medium	

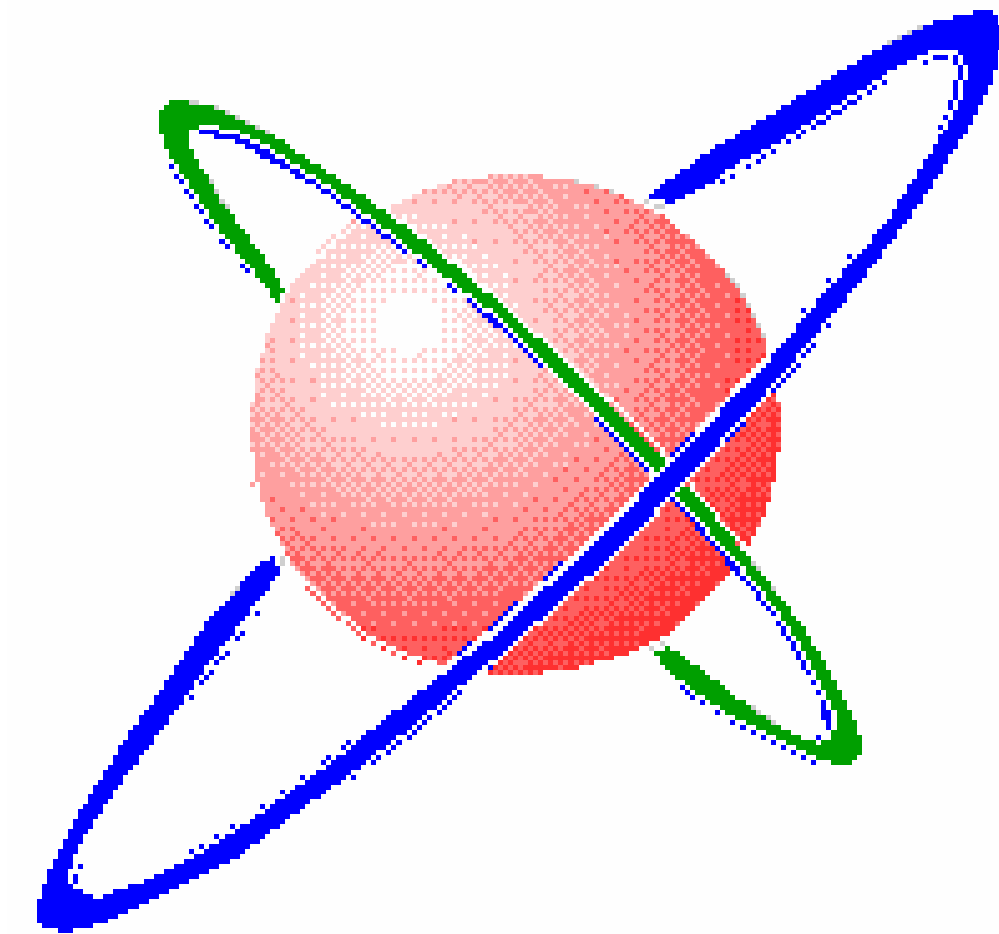
Reset
 Save

For help, [email](#) the ATOMS help desk.

Done Trusted sites

Figure 3

Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



Appendix A: Data Migration

Having problems with your TO account, contact aac.wmbc.icalsadmin@eglin.af.mil for assistance.

Data Migration

The following Training Aid was developed to provide visual instructions for migrating you Desktop ATOMS into Web ATOMS. This material is intended to provide users with the minimal requirements necessary to receive and document receipt of TOs. When the user becomes familiar with these screens the more advanced functions of this program can be utilized. Once all Desktop ATOMS databases have been migrated, this Appendix will be removed.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

Desktop ATOMS Users

Note: You will start this process in you Desktop ATOMS

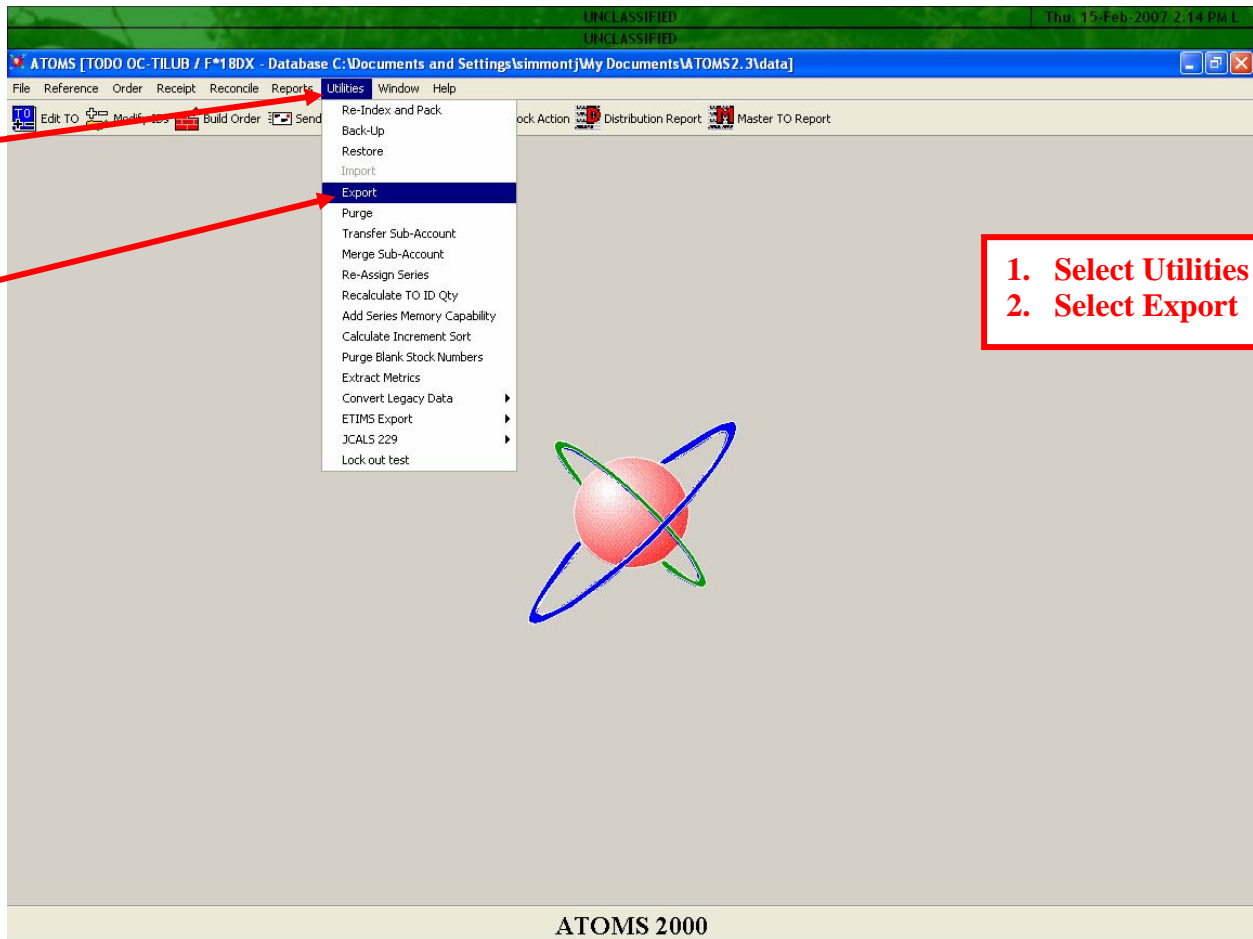


Figure 1

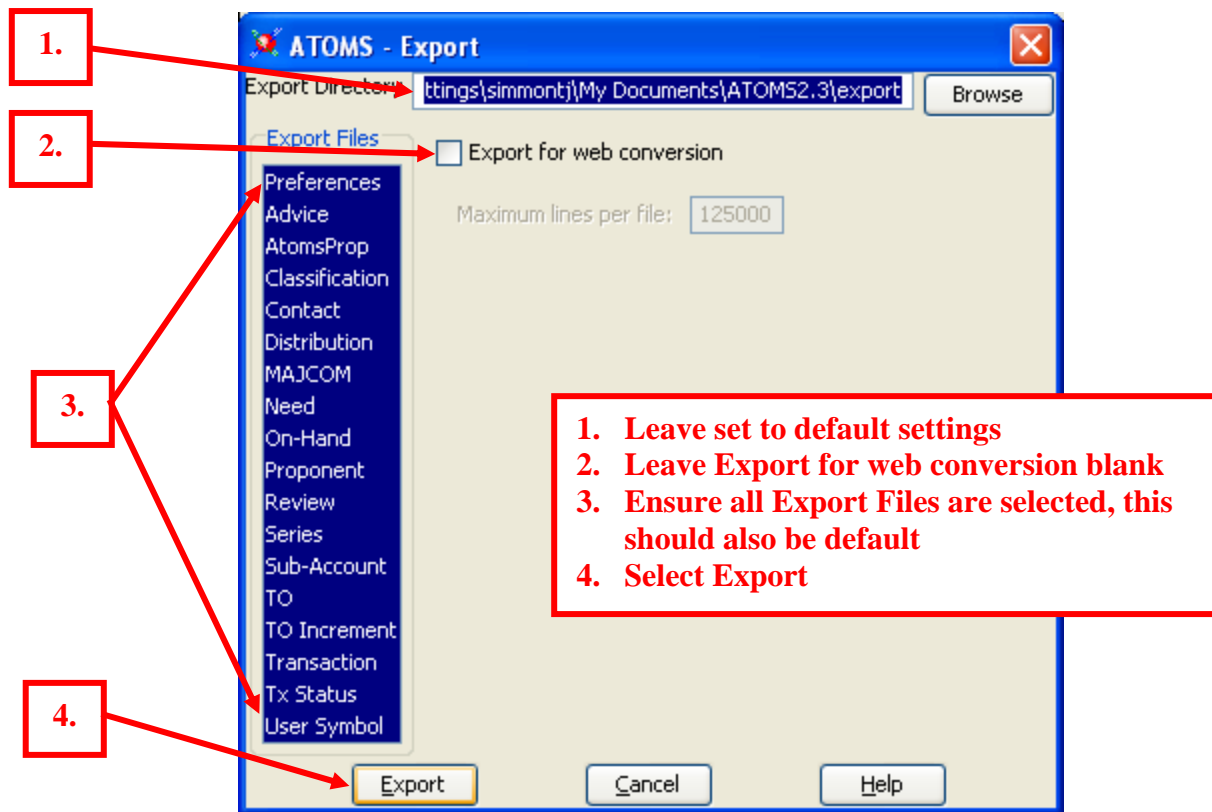


Figure 2

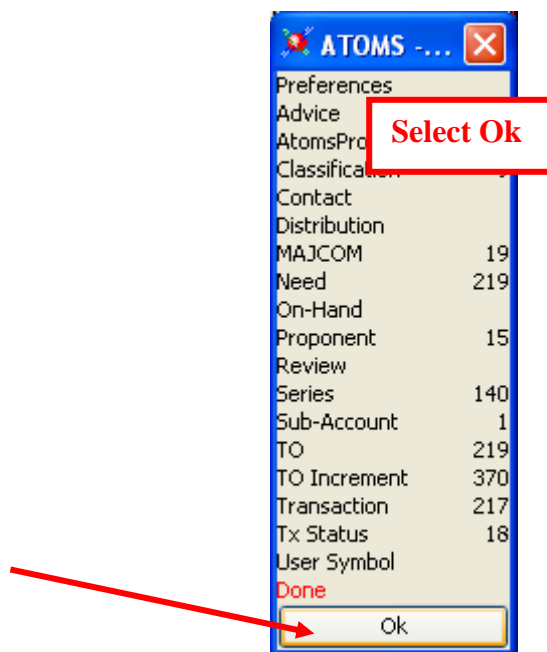


Figure 3

Note: You can now close your ATOMS program and open you Web ATOMS. Once this is done, do not go back to Desktop ATOMS and make any changes.

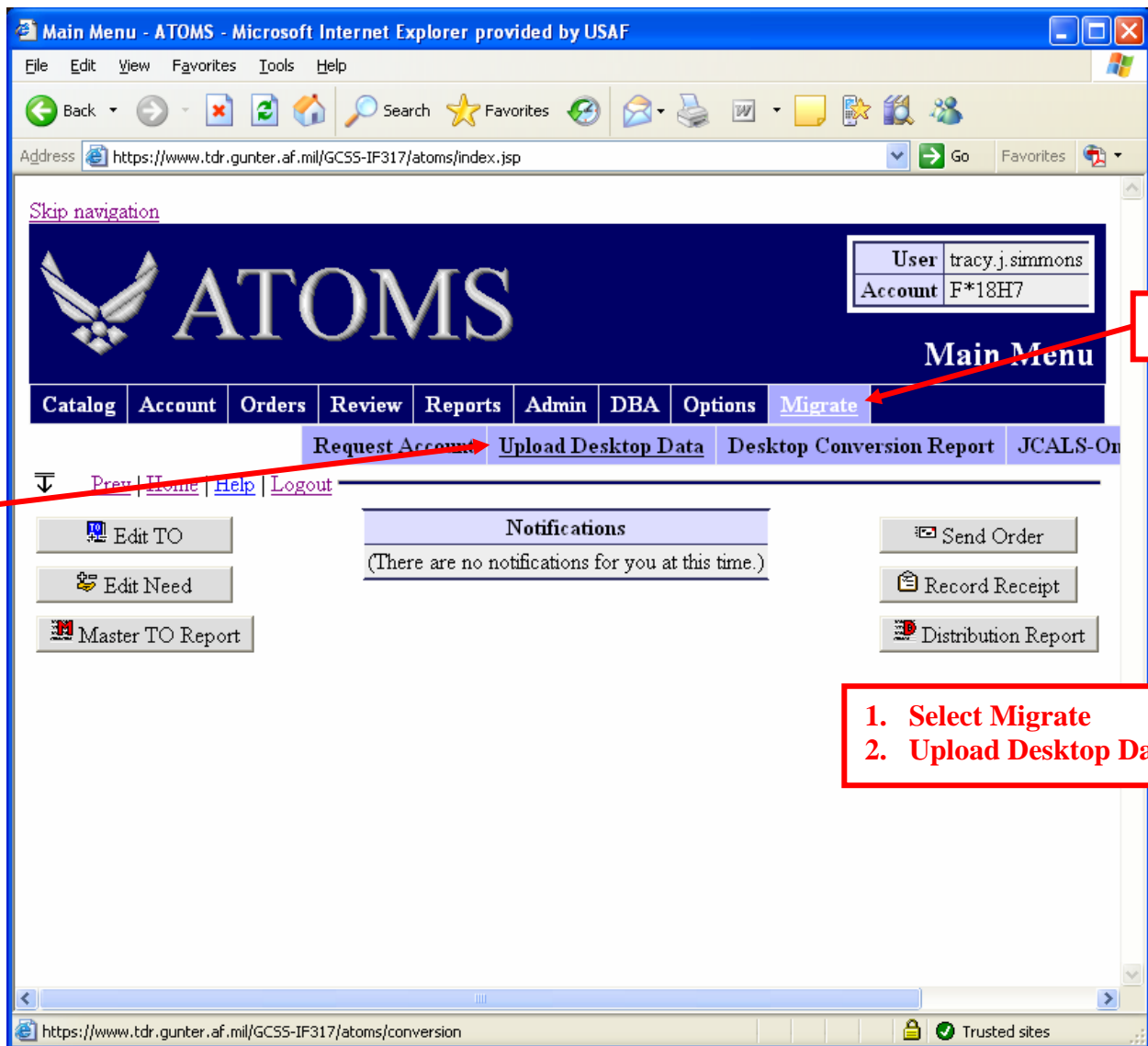


Figure 4

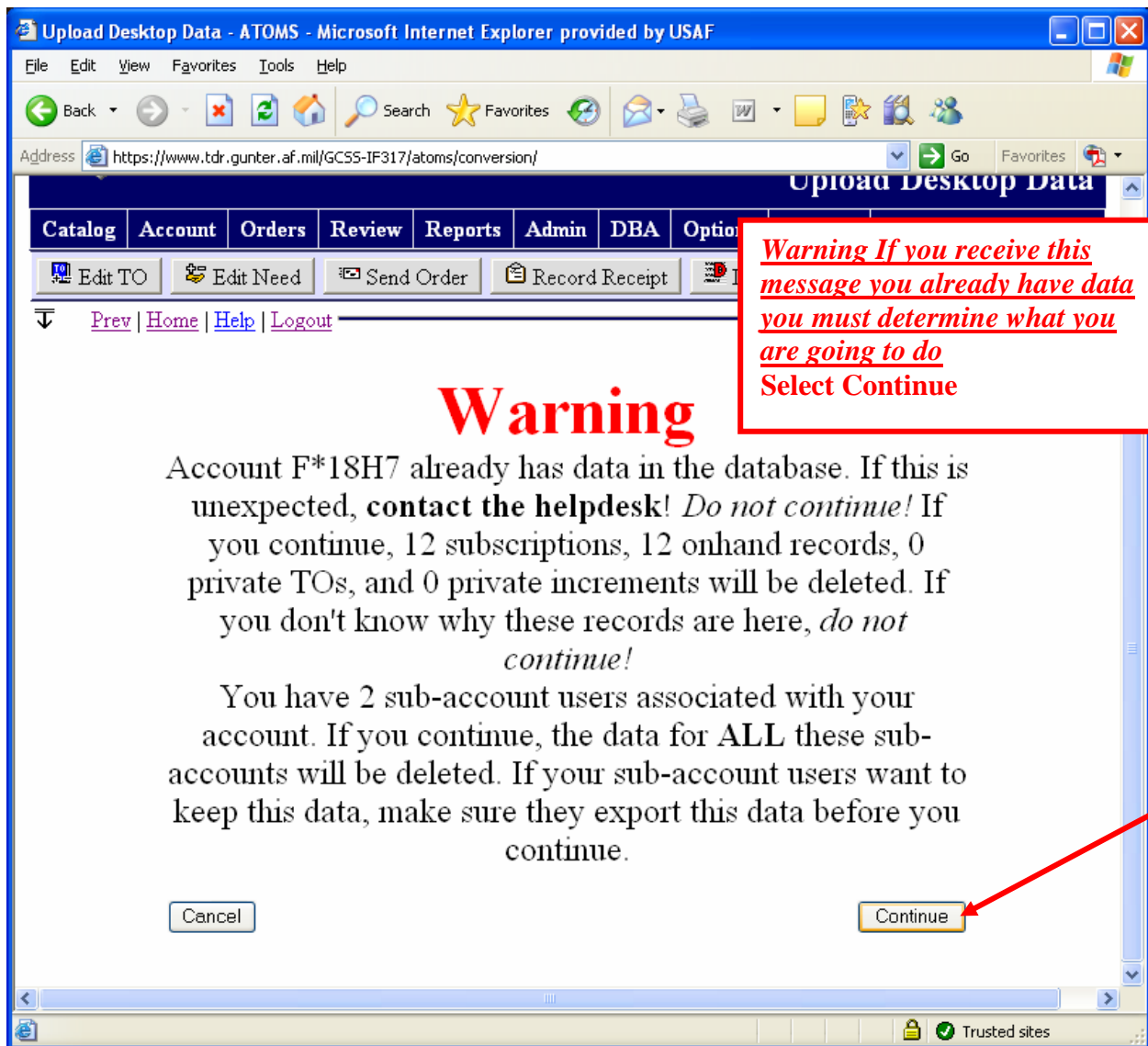


Figure 5

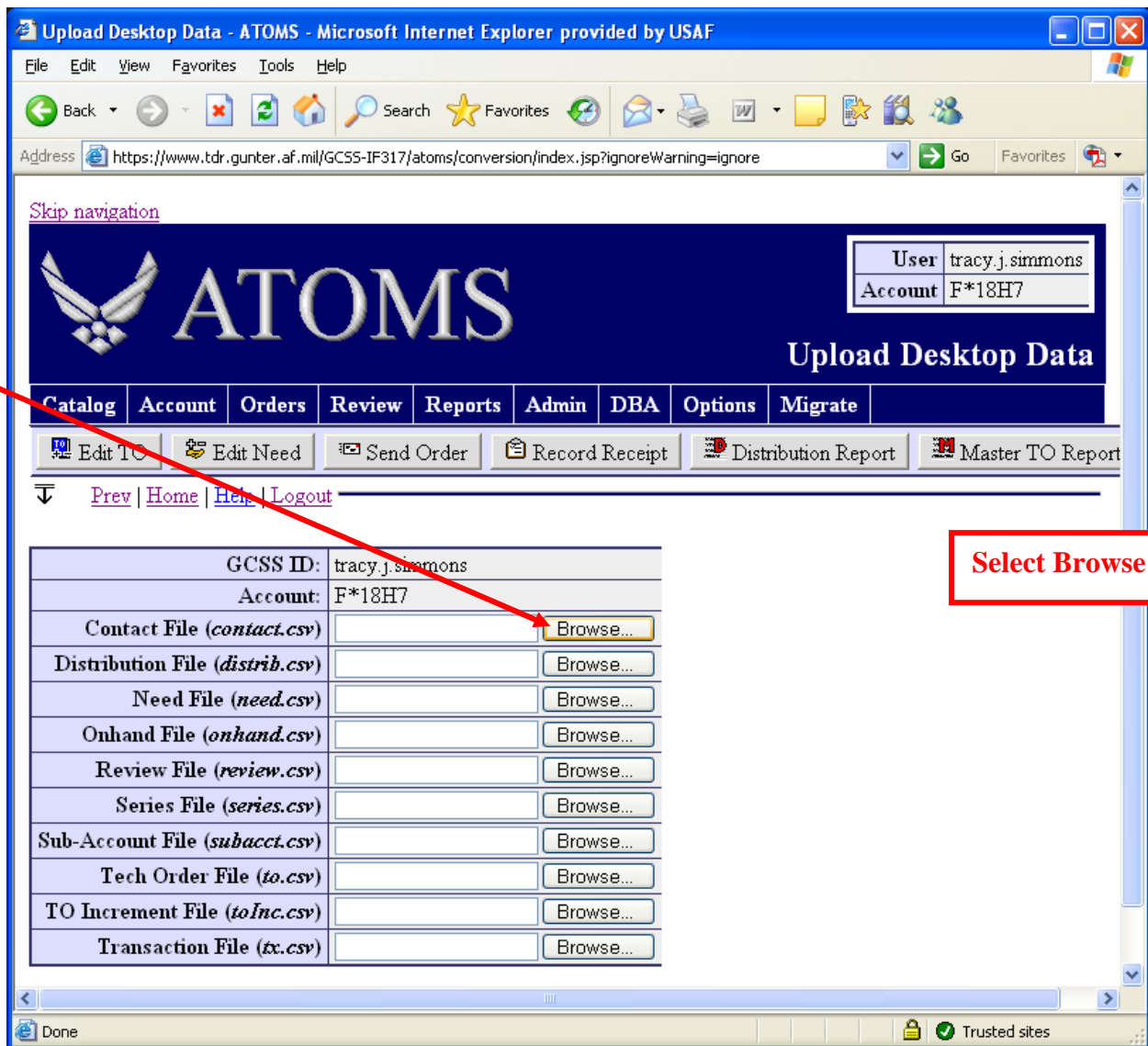


Figure 6

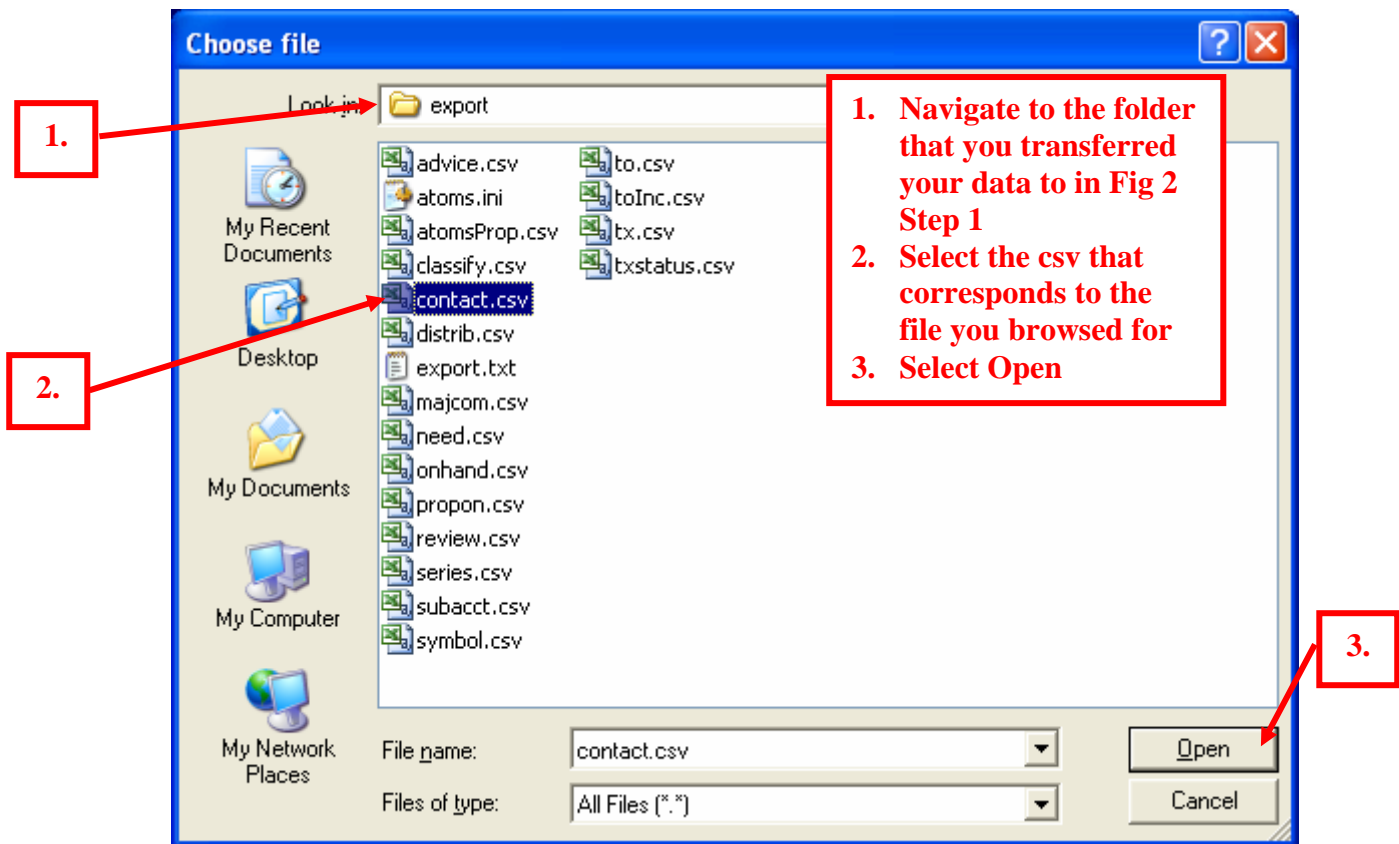


Figure 7

Upload Desktop Data - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/conversion/index.jsp?ignoreWarning=ignore> Go Favorites

ATOMS

User: tracy.j.simmons

Catalog Account Orders Review Reports Admin

Edit TO Edit Need Send Order Record

Prev Home Help Logout

1. Ensure data is entered

2. Select Browse for the next file

Note: Repeat this for all the files on this window

GCSS ID:	tracy.j.simmons	
Account:	F*18H7	
Contact File (<i>contact.csv</i>)	C:\Documents and Sett	Browse...
Distribution File (<i>distrib.csv</i>)		Browse...
Need File (<i>need.csv</i>)		Browse...
Onhand File (<i>onhand.csv</i>)		Browse...
Review File (<i>review.csv</i>)		Browse...
Series File (<i>series.csv</i>)		Browse...
Sub-Account File (<i>subacct.csv</i>)		Browse...
Tech Order File (<i>to.csv</i>)		Browse...
TO Increment File (<i>toInc.csv</i>)		Browse...
Transaction File (<i>tx.csv</i>)		Browse...

Submit Query

Trusted sites

Figure 8

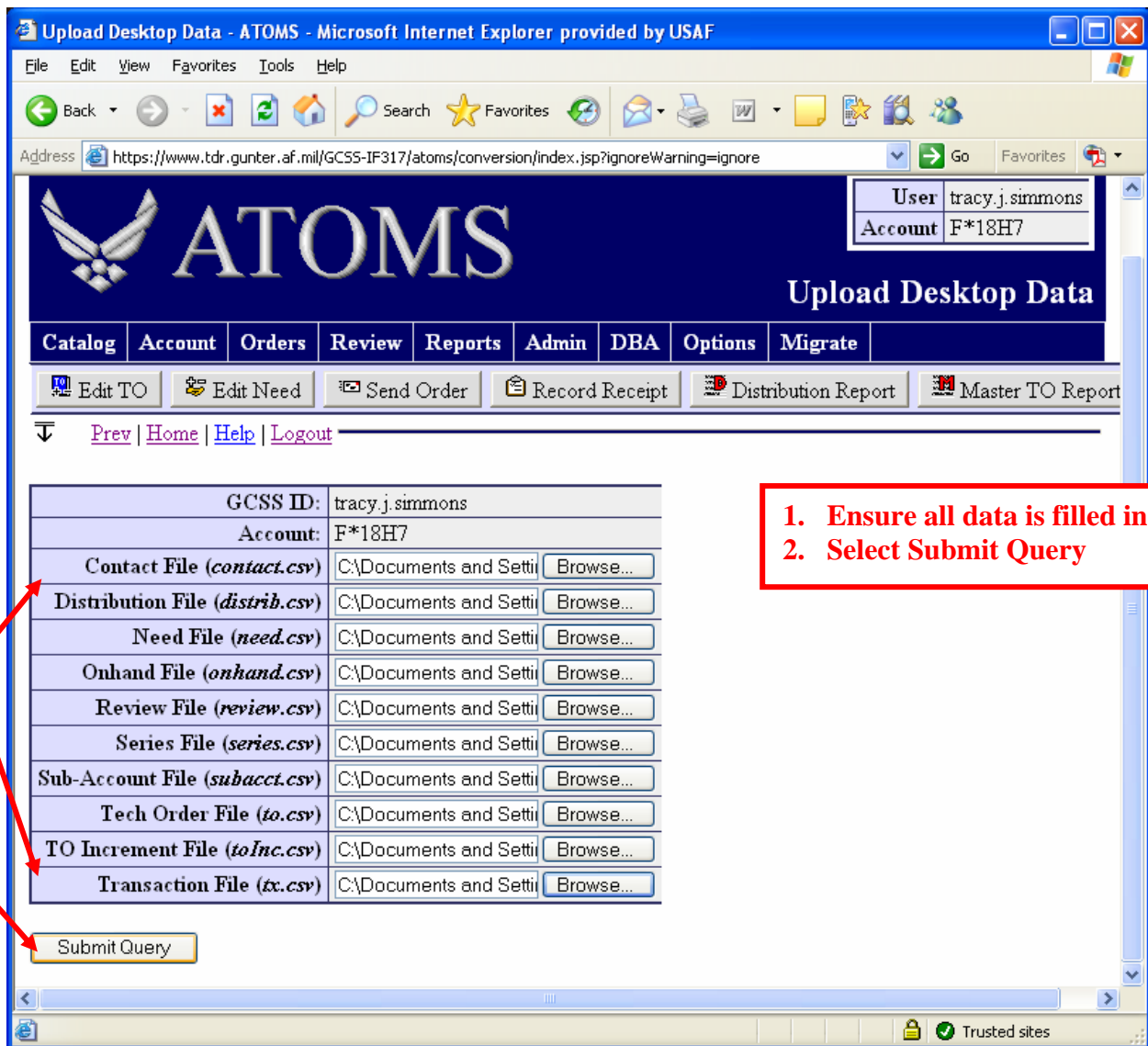


Figure 9

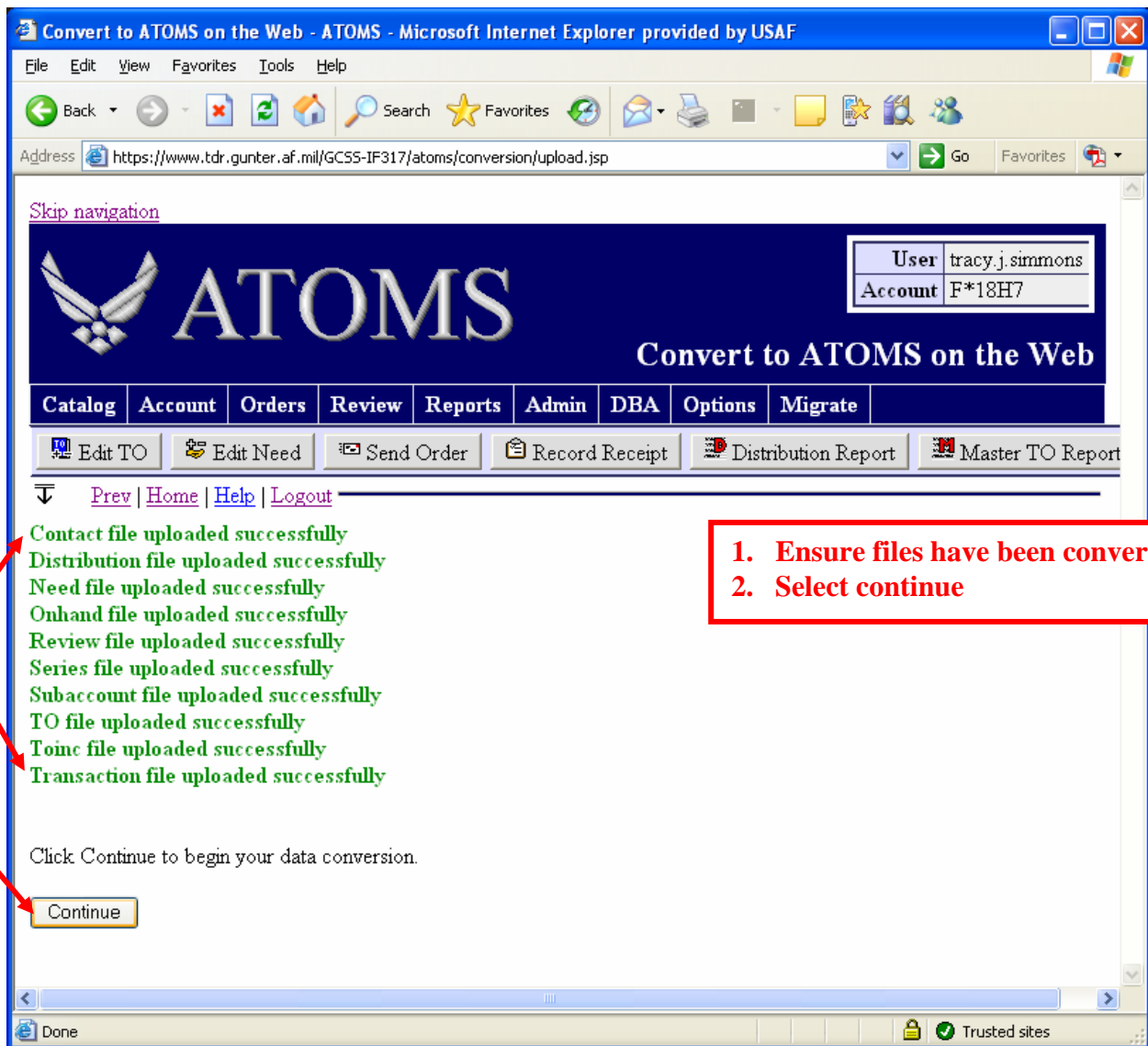


Figure 10

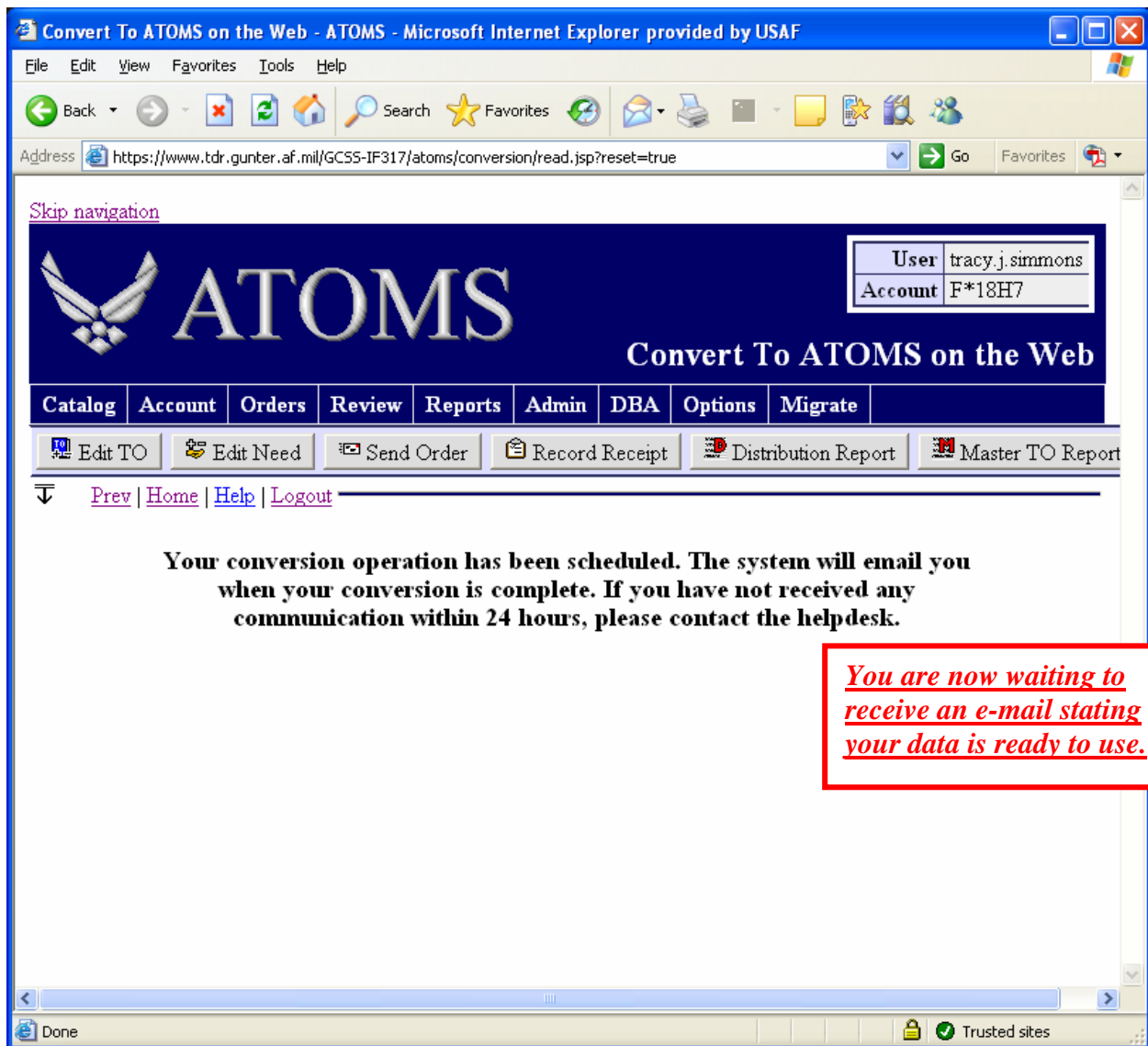


Figure 11

WARNING!!!

If you do not follow this procedure, you will reorder all the books in your account, to include creating sponsor approvals for all the orders created. This will not be good for the system, so please follow these steps to avoid this from happening.



Figure 12

JCALs Conversion Report - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/conversion/jcalsconversionreport.jsp> Go

Apply

Check All

Uncheck All

Confirm	Tech Order	Increment	Subscription Qty	Current On Order Qty	Onhand Qty	Qty to be Ordered	Justifica
<input type="checkbox"/>	2-2-XXXX-2	Rev 2 (paper)	<input type="text" value="8"/>	17	<input type="text" value="0"/>	0	
<input type="checkbox"/>	2-2-XXXX-2	Rev 2 Chg 2 (paper)	<input type="text" value="8"/>	0	<input type="text" value="8"/>	0	
<input type="checkbox"/>	3-3-XXXX	TCTO 503 (paper)	<input type="text" value="3"/>	0	<input type="text" value="3"/>		
<input type="checkbox"/>	3-3-XXXX	Supp 503C (paper)	<input type="text" value="3"/>	0	<input type="text" value="3"/>		
<input type="checkbox"/>	3-3-XXXX	TCTO 507 (paper)	<input type="text" value="3"/>	0	<input type="text" value="3"/>		
<input type="checkbox"/>	3-3-XXXX	Supp 503D (paper)	<input type="text" value="3"/>	0	<input type="text" value="3"/>		
<input type="checkbox"/>	3-3-XXXX	TCTO 508 (paper)	<input type="text" value="3"/>	0	<input type="text" value="3"/>	0	

Done Trusted sites

Note: You will need to know how many of each book you have on-hand to start this step. On-hand means actually in your library

1. This number shows how many are on subscription

2. This number shows how many on are hand. It will default to the number on subscription.

Note: If you do not have TOs on the shelf, you will have the ability to order any you may need from here

Figure 13

JCALs Conversion Report - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/conversion/jcalsconversionreport.jsp> Go

Apply

Check All

Uncheck All

Confirm	Tech Order	Increment	Subscription Qty	Current On Order Qty	Onhand Qty	Qty to be Ordered	Justification
<input type="checkbox"/>	2-2-XXXX-2	Rev 2 (paper)	8	17	0	0	
<input type="checkbox"/>	2-2-XXXX-2	Rev 2 Chg 2 (paper)	8	0	8	0	
<input type="checkbox"/>	3-3-XXXX	TCTO 503 (paper)	3	0	3	0	
<input type="checkbox"/>	3-3-XXXX	Supp 503C (paper)	3	0	3	0	
<input type="checkbox"/>	3-3-XXXX	TCTO 507 (paper)	3	0			
<input type="checkbox"/>	3-3-XXXX	Supp 503D (paper)	3	0			
<input type="checkbox"/>	3-3-XXXX	TCTO 508 (paper)	3	0	3	0	

Done Trusted sites

Figure 14

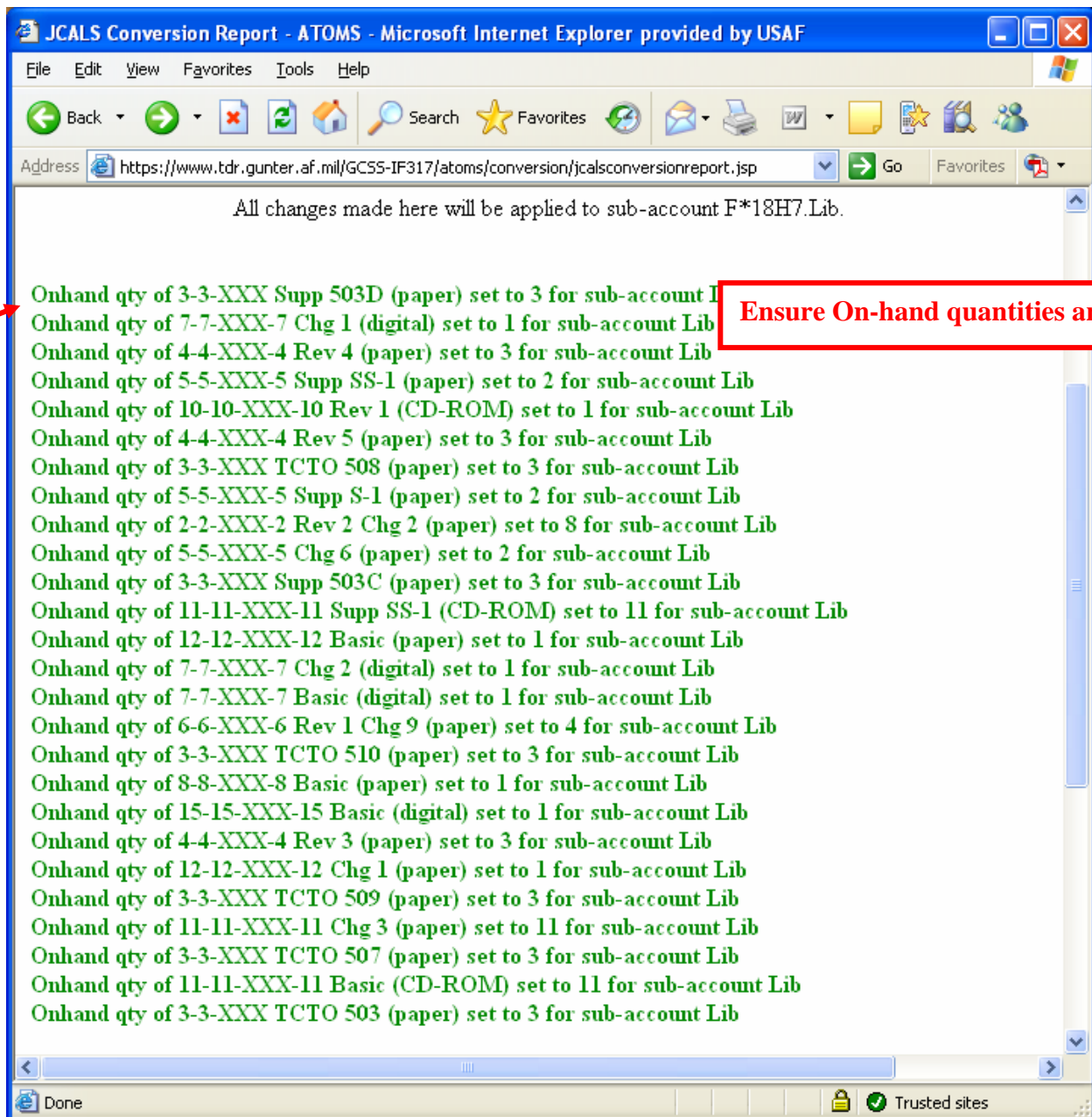


Figure 15


JCALs Conversion Report - ATOMS - Microsoft Internet Explorer provided by USAF

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail W Go Favorites

Address <https://www.tdr.gunter.af.mil/GCSS-IF317/atoms/conversion/jcalsconversionreport.jsp> Go

[Skip navigation](#)



User: tracy.j.simmons

Account: F*18H7

ATOMS

JCALs Conversion Report

[Catalog](#)
[Account](#)
[Orders](#)
[Review](#)
[Reports](#)
[Admin](#)
[DBA](#)
[Options](#)
[Migrate](#)

[Edit TO](#)
[Edit Need](#)
[Send Order](#)
[Record Receipt](#)
[Distribution Report](#)
[Mas](#)

[Prev](#) | [Home](#) | [Help](#) | [Logout](#)

All changes made here will be applied to sub-account F*18H7.Lib.

Onhand qty of 3-3-XXX-3 Basic (CD-ROM) set to 14 for sub-account Lib
 Onhand qty of 5-5-XXX-5 Basic (paper) set to 2 for sub-account Lib
 Onhand qty of 2-2-XXX-2 Rev 2 (paper) set to 8 for sub-account Lib

Apply

Check All

Uncheck All

Confirm	Tech Order	Increment	Subscription Qty	Current On Order Qty	Onhand Qty	Qty to be Ordered	Justification
No migration discrepancies found.							

Apply

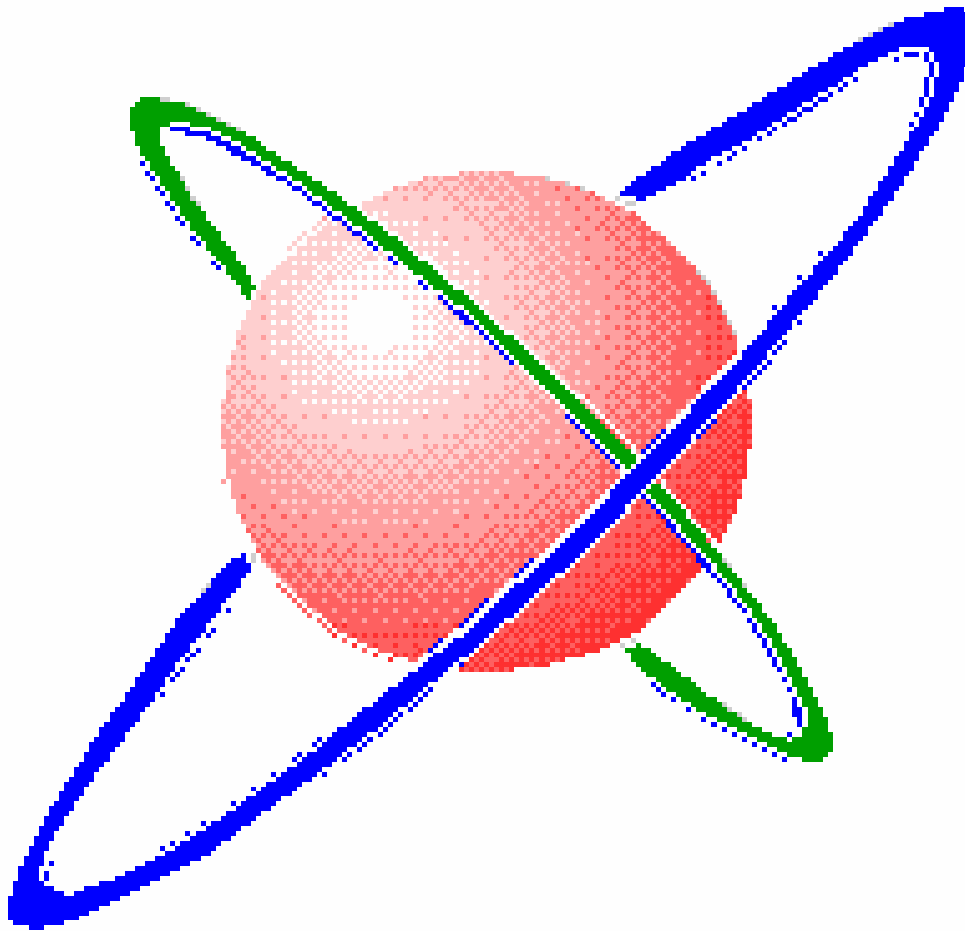
Done Trusted sites

Note any migration discrepancies and correct them

Having problems with your TO account, contact aac.wmbc.jcalsadmin@eglin.af.mil for assistance.

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Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



Appendix B Reports in Excel and Word

Having problems with your TO account, contact aac.wmbc.jcalsadmin@eglin.af.mil for assistance.

Working with Reports in Excel and Word

The following Training Aid was developed to provide visual instructions for working with reports saved as csv and rtf. This material is intended to provide users with the minimal requirements necessary to produce reports to allow the TODO to save and print reports in two different programs. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

Note: This section is used after reports have been run. For information on running reports, see Section 6 and 7.

Excel Spreadsheet (csv)

Note: This Master TO Report has already been run

1. Select CSV (Spreadsheet)
2. Select Ok

Series* or TO Number

Summarize all accounts ☒

Sub-Account(s)

Discrepancies only ☐

Omit Unavailable for Distribution ☐

Show TO Notes ☐

Sort ☒ TO Number ☐ Account

Break on sort ☐

Format ☐ HTML (Web) ☒ CSV (Spreadsheet) ☐ RTF (Document)
☐ Bare HTML

If Summarize is chosen, then you cannot select Sub-Accounts. You will probably need to print Landscape for all the columns to fit on the page. This should be an option on your print dialog box. Details depend on your printer.

Figure 1

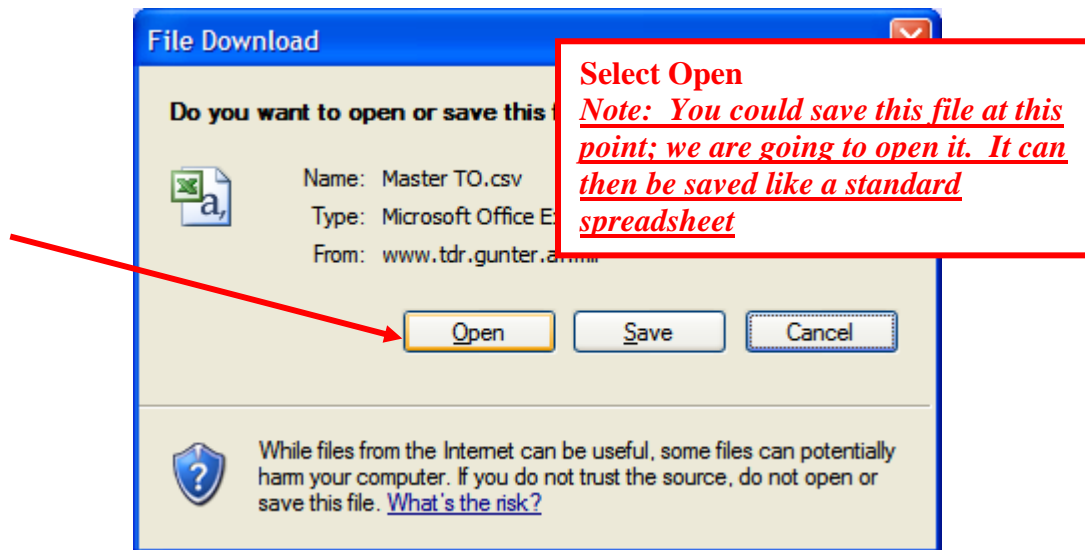


Figure 2

1. Select the upper left corner of the spreadsheet; this will highlight the entire spreadsheet
Note: It will be above the first row number and left of the first column

2. Place your cursor between column A and B (your cursor will become a vertical black line with arrows point left and right) and double click
Note: This will auto fit all of your columns to match the data located in them

	A	B	C	D	E	F
1	TO Num	Increment Code	Stock Num	Pub Date	Inc Status	Dist
2	1-1-XXX-1	Basic (paper)	011049198000006	1-Jan-03	A	
3	1-1-XXX-1	Chg 1 (paper)	011049198000106	1-Feb-03	A	
4	2-2-XXX-2	Rev 2 (paper)	021005520000006	1-Jun-04	A	
5	2-2-XXX-2	Rev 2 Chg 2 (paper)	021005520000206	20-Oct-06	A	
6	3-3-XXX	TCTO 503 (paper)	031000654000006	29-Jan-03	A	
7	3-3-XXX	Supp 503C (paper)	031000654000006	29-Jan-03	A	
8	3-3-XXX	TCTO 507 (paper)	031000655000006	28-Feb-03	A	
9	3-3-XXX	Supp 503D (paper)	031000654000006	2-Nov-06	A	
10	3-3-XXX	TCTO 508 (paper)	031000688000006	8-Nov-06	A	
11	3-3-XXX	TCTO 509 (paper)	031000690000006	12-Jan-07	A	
12	3-3-XXX	TCTO 510 (paper)	031000692000006	1-Feb-07	A	
13	3-3-XXX-3	Basic (CD-ROM)	03100066100000R	3-Jan-03	A	
14	4-4-XXX-4	Rev 3 (paper)	041002853000006	2-Nov-06	S	
15	4-4-XXX-4	Rev 4 (paper)	041002858000006	12-Jan-07	A	
16	4-4-XXX-4	Rev 5 (paper)	041002864000006	1-Feb-07	A	
17	9-9-XXX-9	Basic (paper)	091007946000006	4-Jul-06	A	15-Feb-07
18	9-9-XXX-9	Chg 1 (paper)	091007946000106	8-Nov-06	A	15-Feb-07
19						4
20						4
21						
22						
23						
24						
25						

Figure 3

Microsoft Excel - Master TO[1].csv

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

100%

Reply with Changes... End Review...

Arial 10 B I U

Delete Sheet

C9 03I000654D00006

	A	B	C	D	E				
1	TO Num	Increment Code	Stock Num	Pub Date	Inc Status	Distrib			
2	1-1-XXX-1	Basic (paper)	01I049198000006	1-Jan-03	A				
3	1-1-XXX-1	Chg 1 (paper)	01I049198000106	1-Feb-03	A				
4	2-2-XXX-2	Rev 2 (paper)	02I005520000006	1-Jun-04	A				
5	2-2-XXX-2	Rev 2 Chg 2 (paper)	02I005520000206	20-Oct-06	A				
6	3-3-XXX	TCTO 503 (paper)	03I000654000006	29-Jan-03	A			3	
7	3-3-XXX	Supp 503C (paper)	03I000654C00006	29-Jan-03	A			3	
8	3-3-XXX	TCTO 507 (paper)	03I000655000006	28-Feb-03	A			3	
9	3-3-XXX	Supp 503D (paper)	03I000654D00006	2-Nov-06	A			3	
10	3-3-XXX	TCTO 508 (paper)	03I000688000006	8-Nov-06	A			3	
11	3-3-XXX	TCTO 509 (paper)	03I000690000006	12-Jan-07	A			3	
12	3-3-XXX	TCTO 510 (paper)	03I000692000006	1-Feb-07	A			3	
13	3-3-XXX-3	Basic (CD-ROM)	03I00066100000R	3-Jan-03	A		15-Feb-07	14	13
14	4-4-XXX-4	Rev 3 (paper)	04I002853000006	2-Nov-06	S			8	
15	4-4-XXX-4	Rev 4 (paper)	04I002858000006	12-Jan-07	A			8	8
16	4-4-XXX-4	Rev 5 (paper)	04I002864000006	1-Feb-07	A			8	8
17	9-9-XXX-9	Basic (paper)	09I007946000006	4-Jul-06	A		15-Feb-07	4	4
18	9-9-XXX-9	Chg 1 (paper)	09I007946000106	8-Nov-06	A		15-Feb-07	4	4
19									
20									
21									
22									
23									
24									
25									

Ready NUM

Click in any part of the report body this will return the spreadsheet back to standard color
Note: At this point you can use this like any standard spreadsheet

Figure 4

Word Document (rtf)

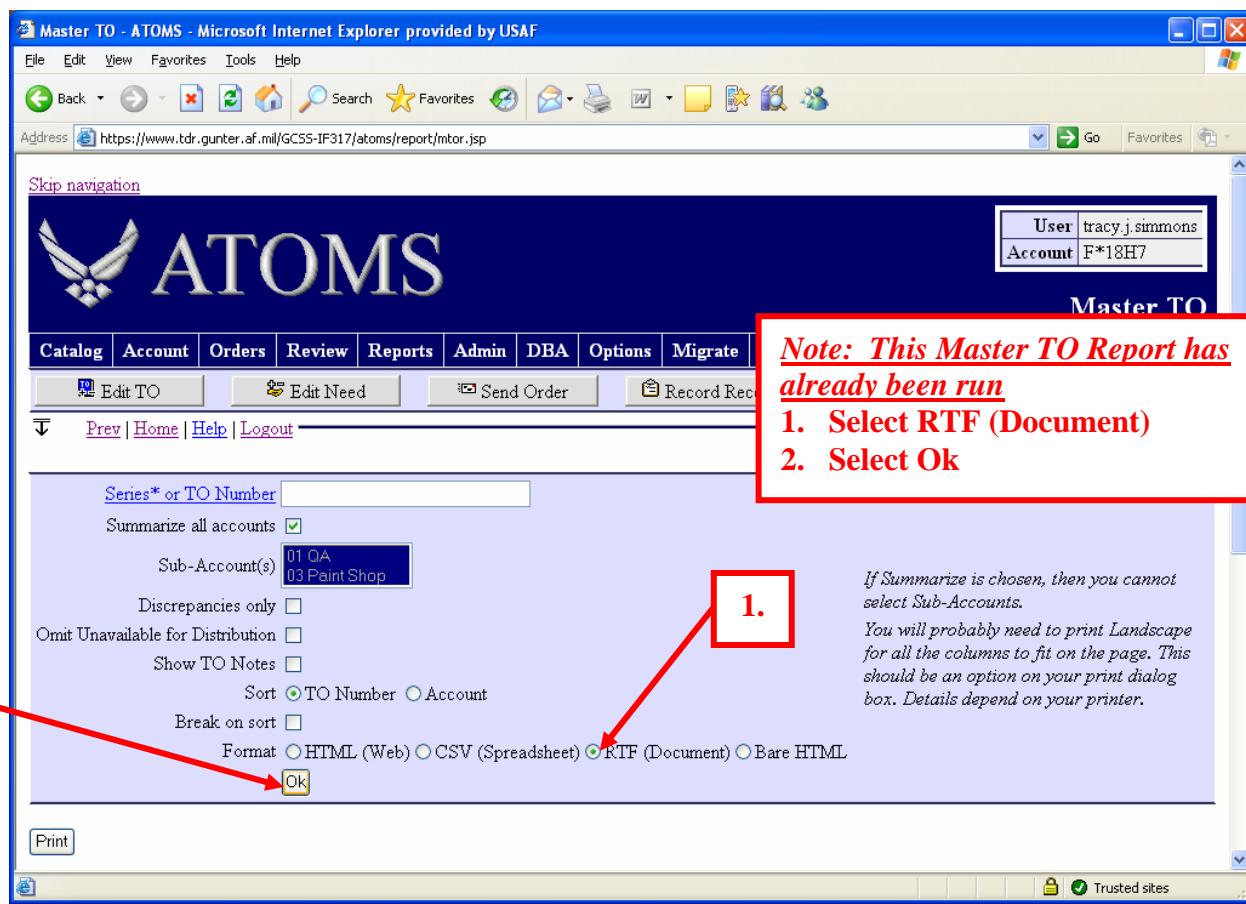


Figure 5

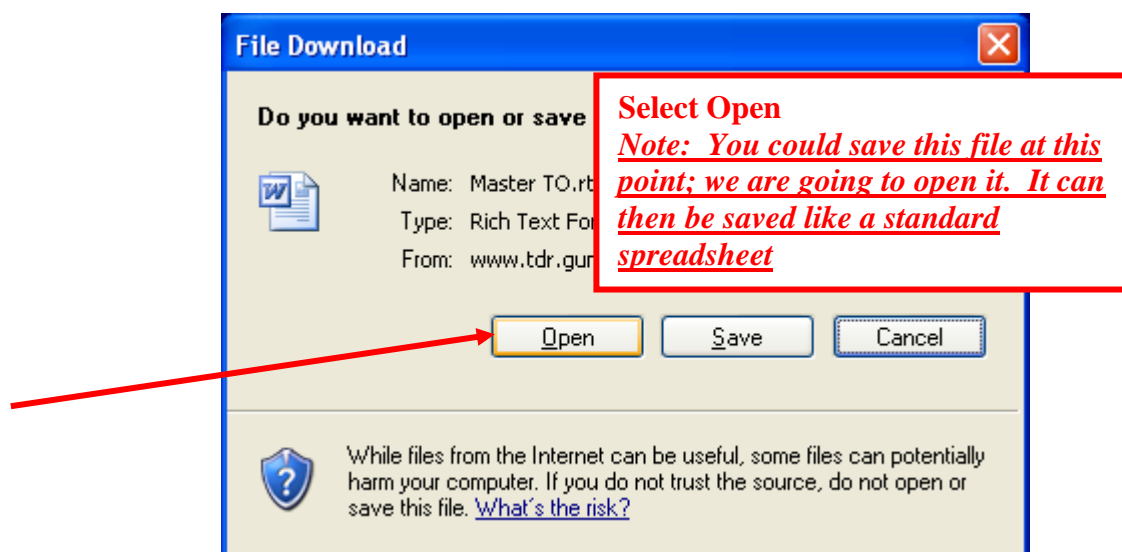


Figure 6

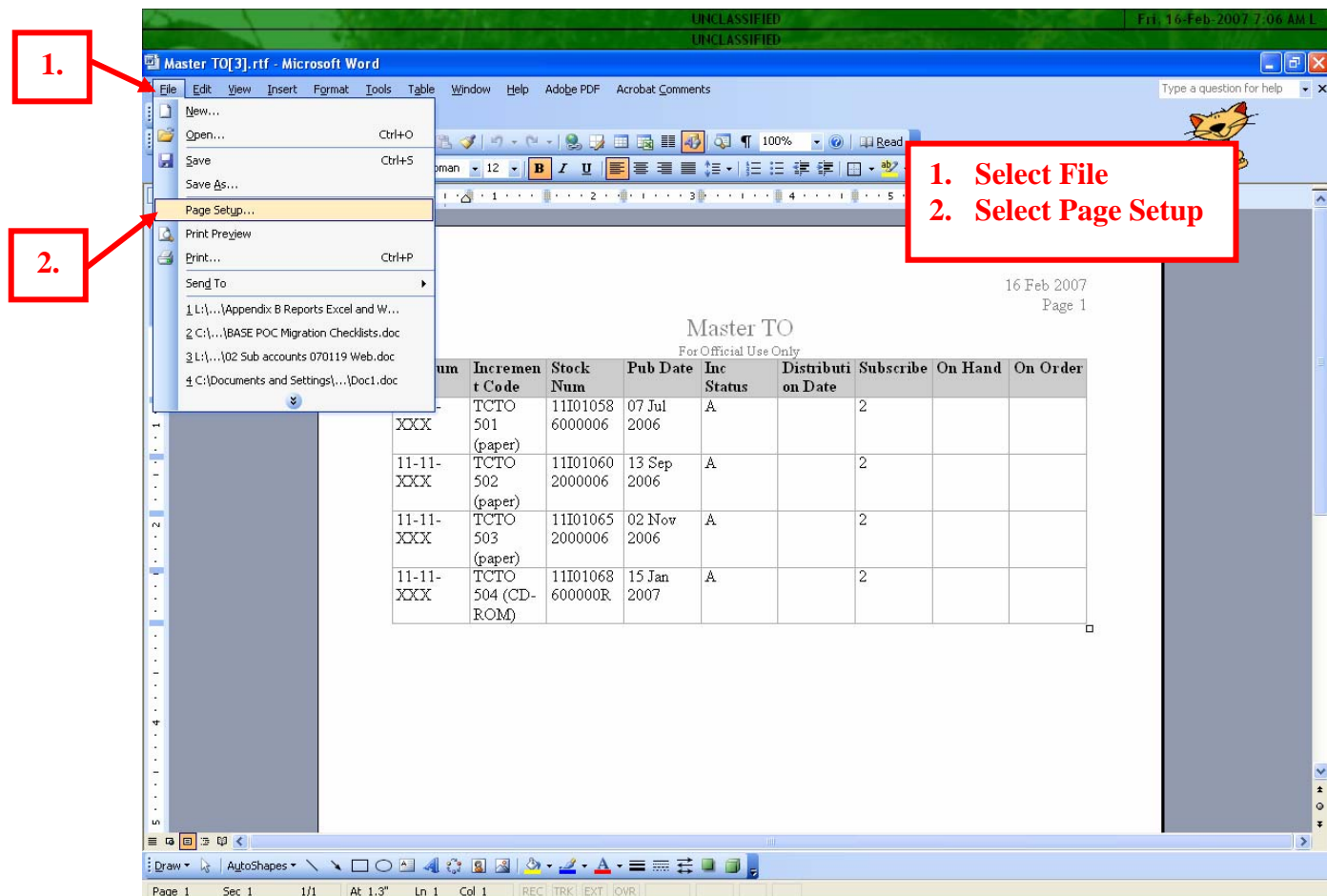


Figure 7

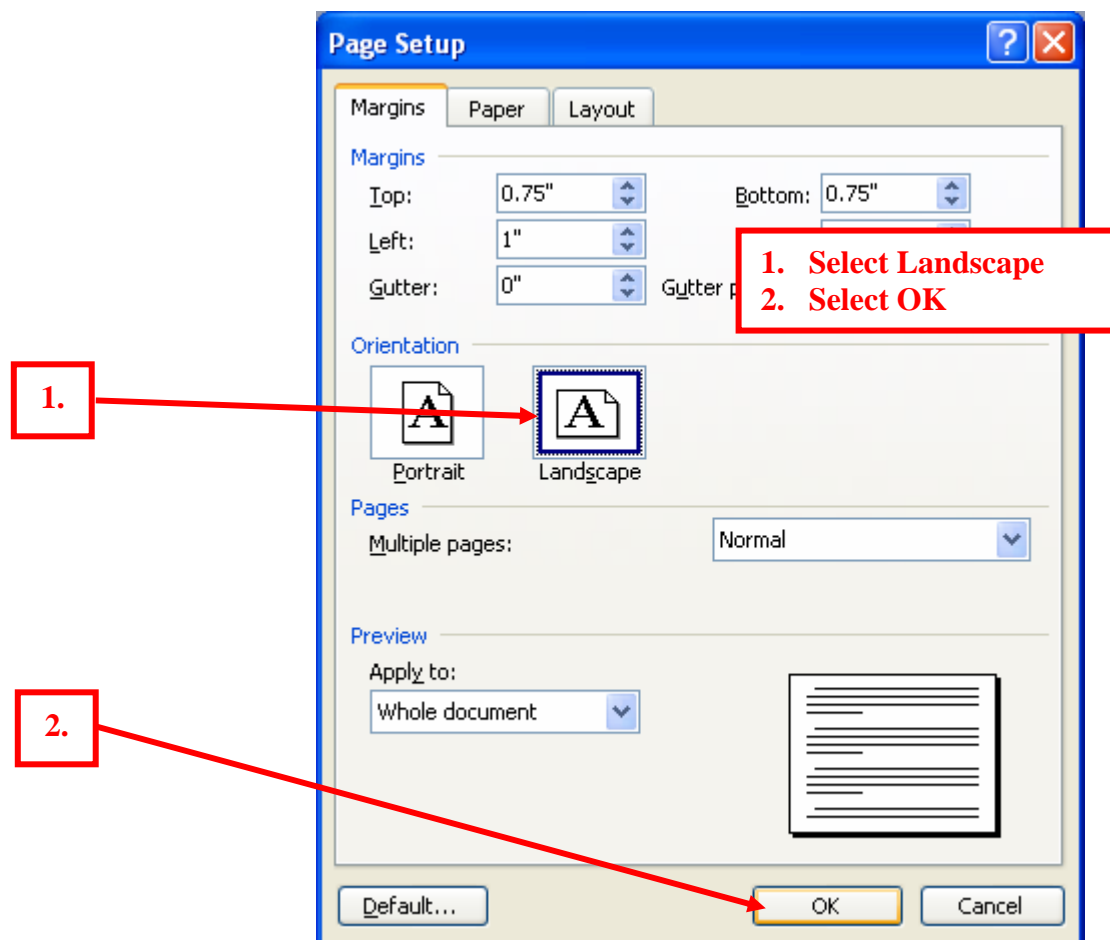


Figure 8

Master TO[3].rtf - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

Type a question for help

Note: The report will now be laid out landscape
Select the plus symbol in the upper left corner; this will highlight all the text

Master TO
 For Official Use Only

TO Num	Increment Code	Stock Num	Pub Date	Inc Status	Distribution Date	Subscribe	On Hand	On Order
11-11-XXX	TCTO 501 (paper)	11101058 6000006	07 Jul 2006	A		2		
11-11-XXX	TCTO 502 (paper)	11101060 2000006	13 Sep 2006	A		2		
11-11-XXX	TCTO 503 (paper)	11101065 2000006	02 Nov 2006	A		2		
11-11-XXX	TCTO 504 (CD-ROM)	11101068 600000R	15 Jan 2007	A		2		

Page 1 Sec 1 1/1 At 1.3" Ln 1 Col 1 REC | TRK | EXT | OVR

Figure 9

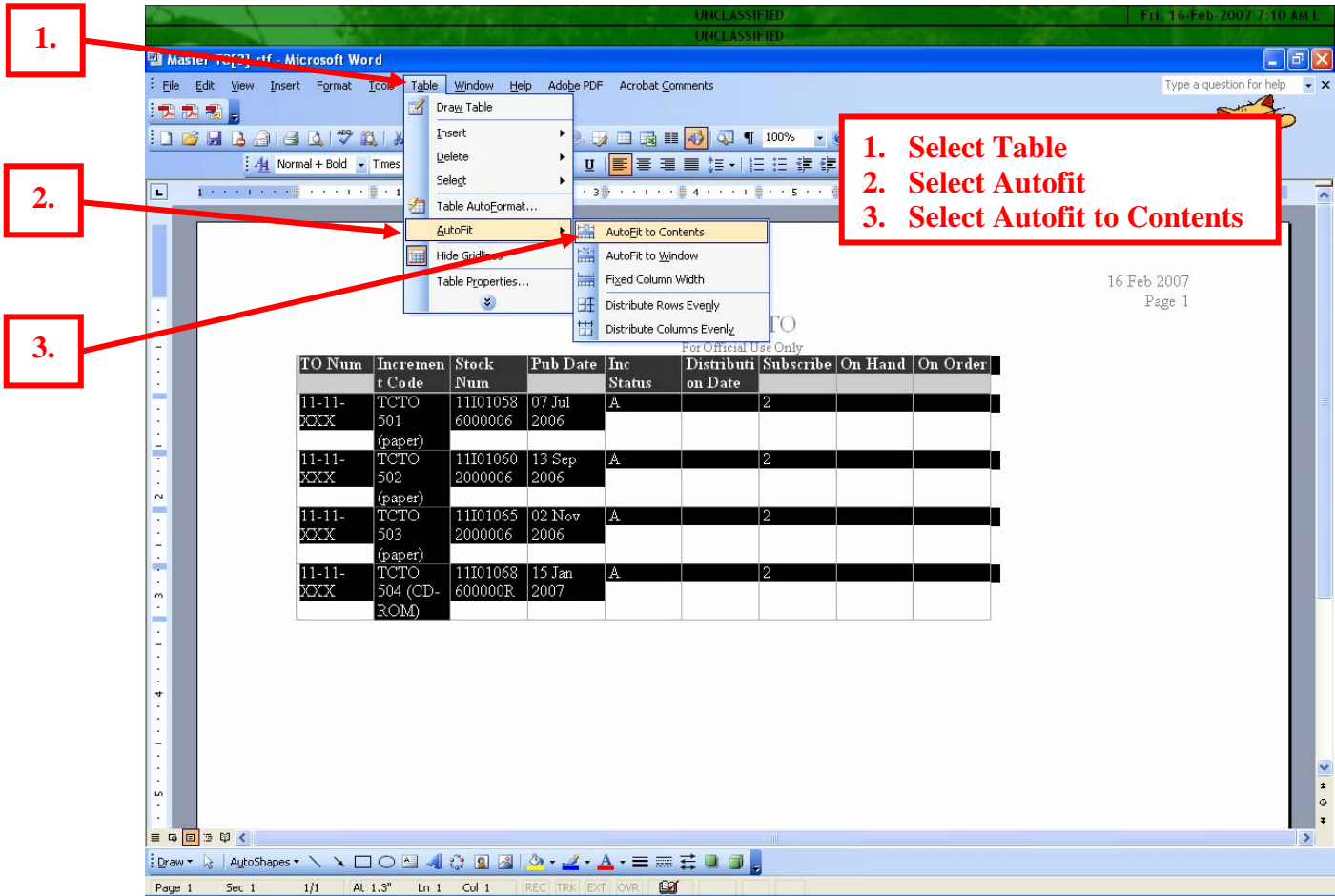


Figure 10

Master TO[3].rtf - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

Type a question for help

16 Feb 2007
Page 1

Master TO
For Official Use Only

TO Num	Increment Code	Stock Num	Pub Date	Inc Status	Distribution Date	Subscribe	On Hand	On Order
11-11-XXXX	TCTO 501 (paper)	11I010586000006	07 Jul 2006	A		2		
11-11-XXXX	TCTO 502 (paper)	11I010602000006	13 Sep 2006	A		2		
11-11-XXXX	TCTO 503 (paper)	11I010652000006	02 Nov 2006	A				
11-11-XXXX	TCTO 504 (CD-ROM)	11I01068600000R	15 Jan 2007	A				

Click in any part of the report body this will return the spreadsheet back to standard color

Note: At this point you can use this like any standard word doc. If you use the format presented here, it will be called an rtf, if you save it, it will become a Word .doc

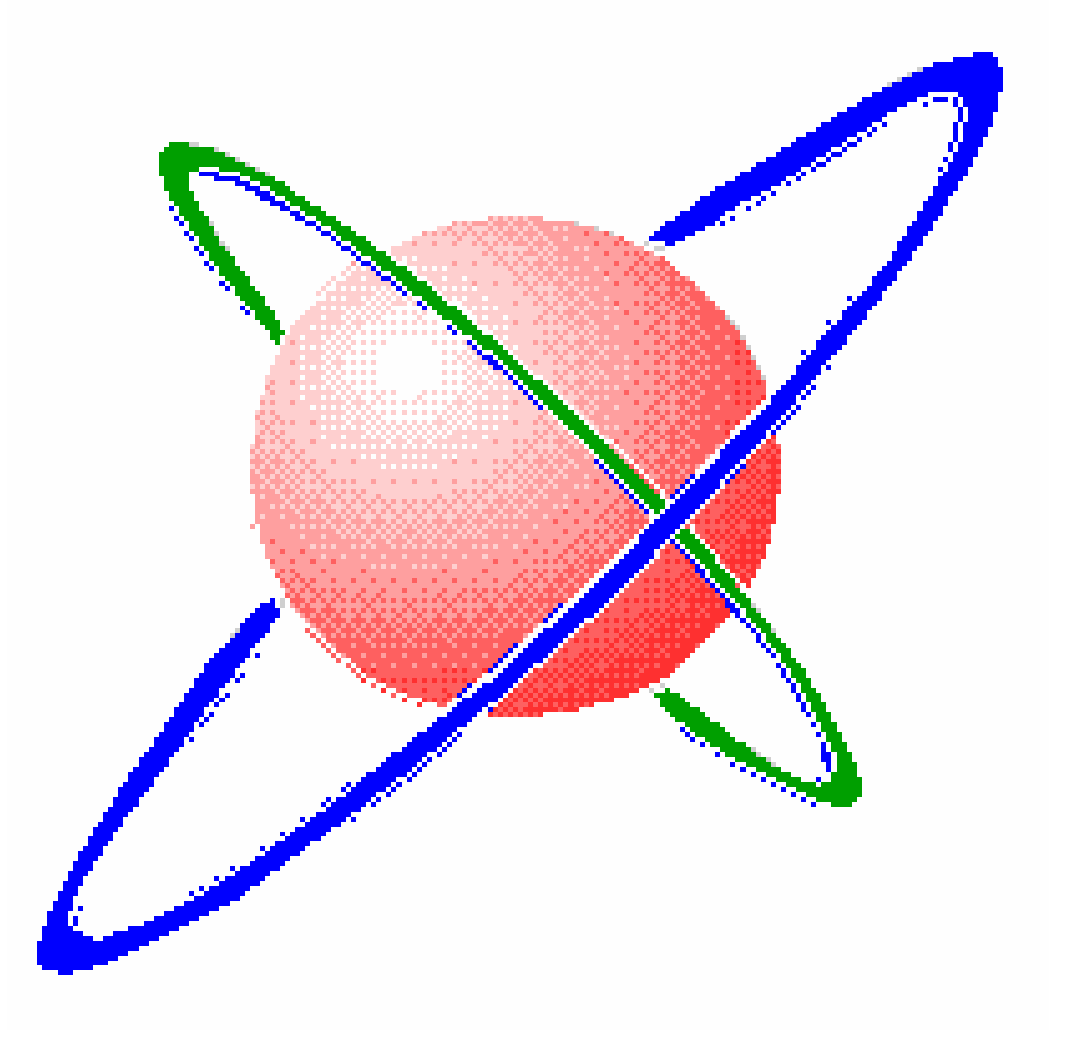
Draw AutoShapes

Figure 11

Having problems with your TO account, contact aac.wmbc.icalsadmin@eglin.af.mil for assistance.

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Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



Appendix C: Air Force Portal Information

Having problems with your TO account, contact aac.wmbe.icalsadmin@eglin.af.mil for assistance.

Data Migration

The following Training Aid was developed to provide visual instructions for the Air Force Portal. This material is intended to provide users with the minimal requirements necessary to use Web ATOMS via the Air Force Portal. When the user becomes familiar with these screens the more advanced functions of this program can be utilized. Once all Desktop ATOMS databases have been migrated, this Appendix will be removed.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

Web ATOMS via the Air Force Portal

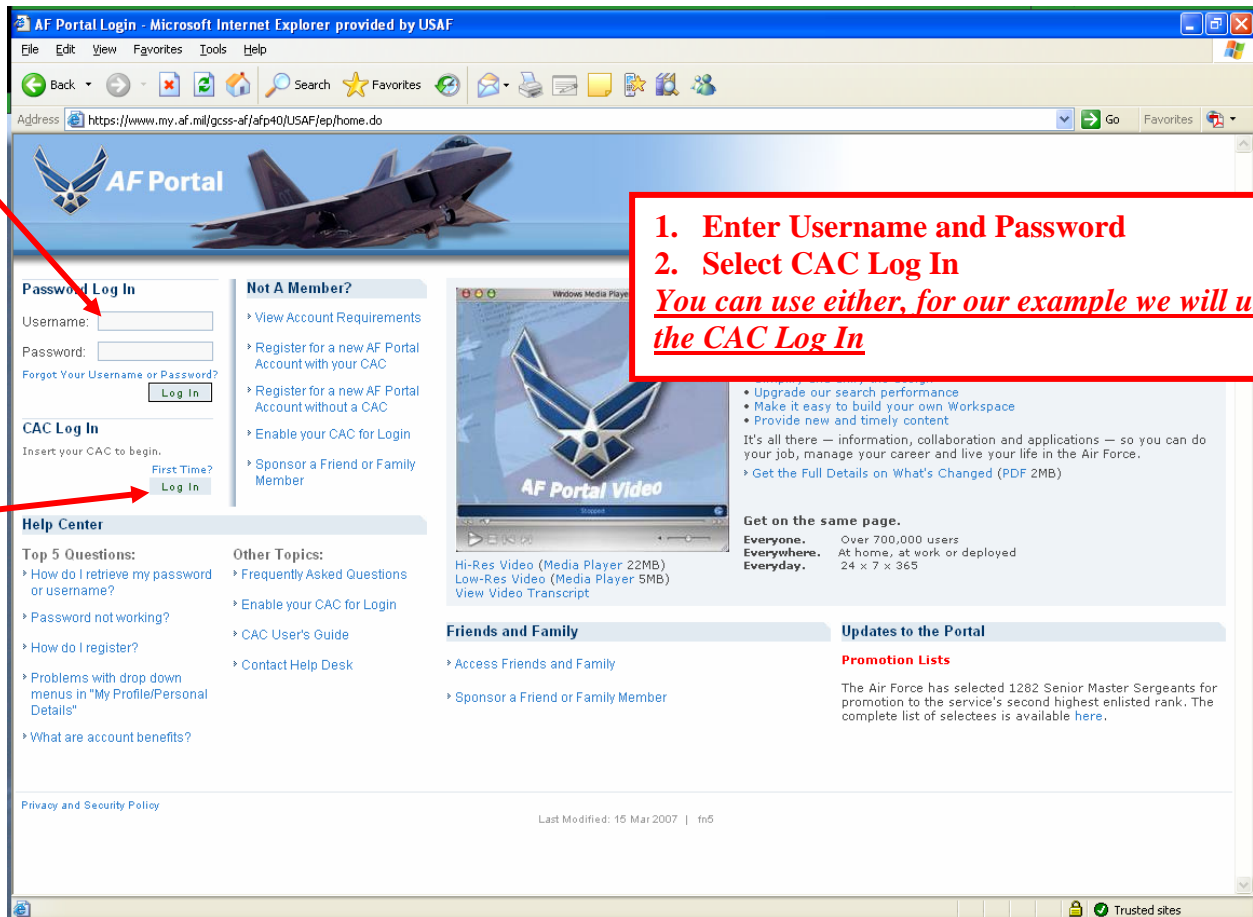


Figure 1

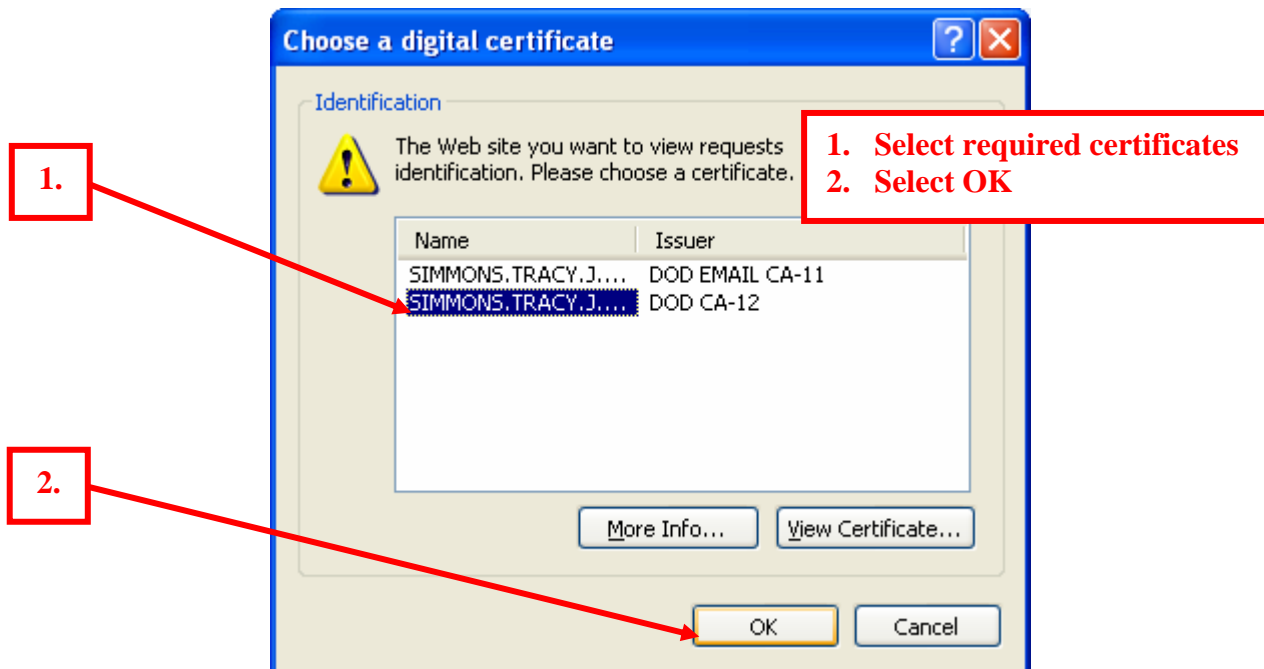


Figure 2

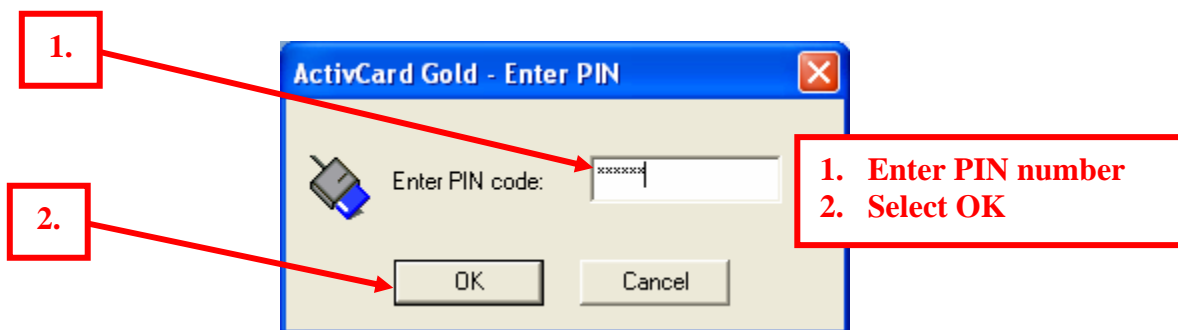


Figure 3

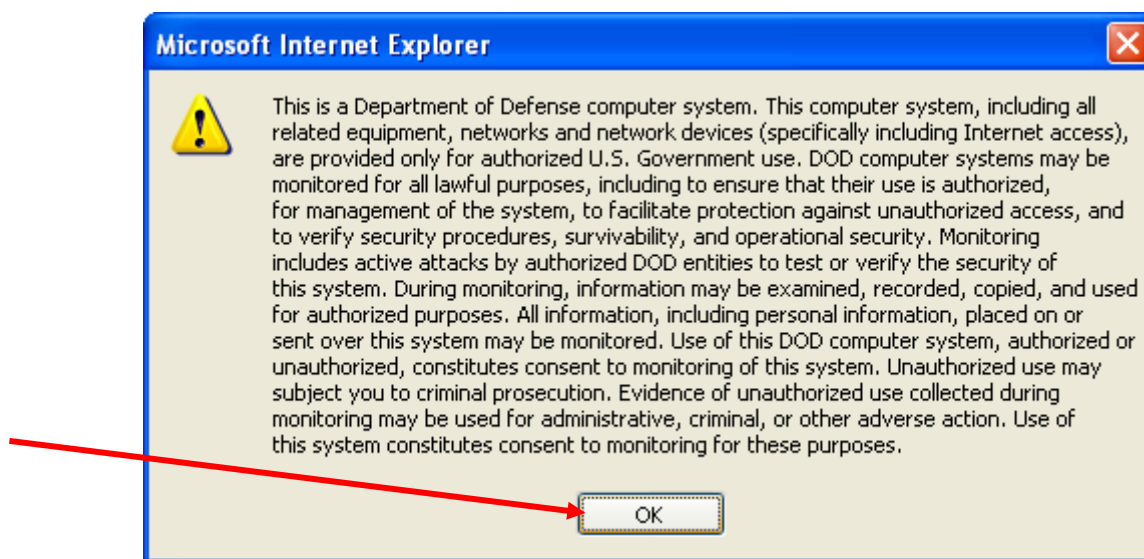


Figure 4

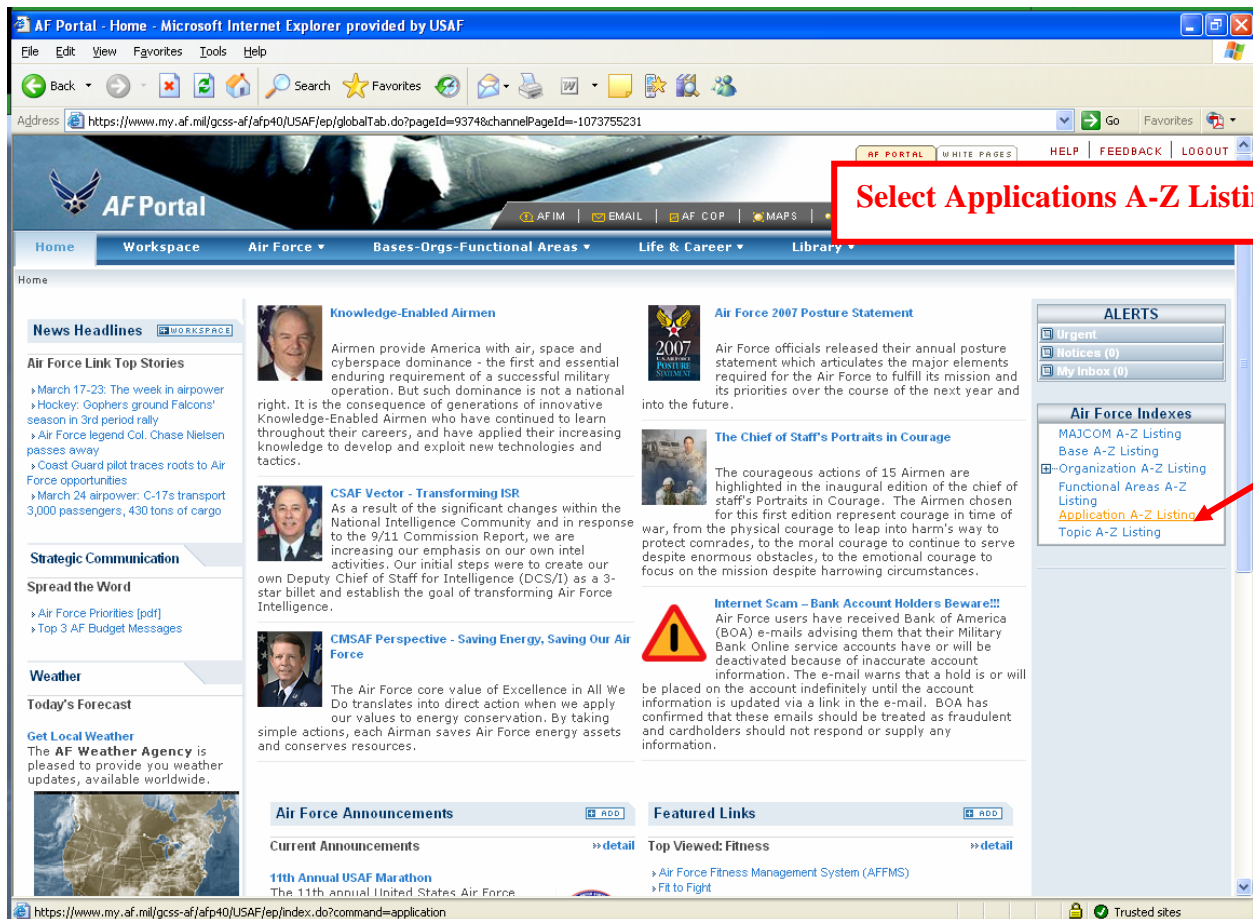


Figure 5

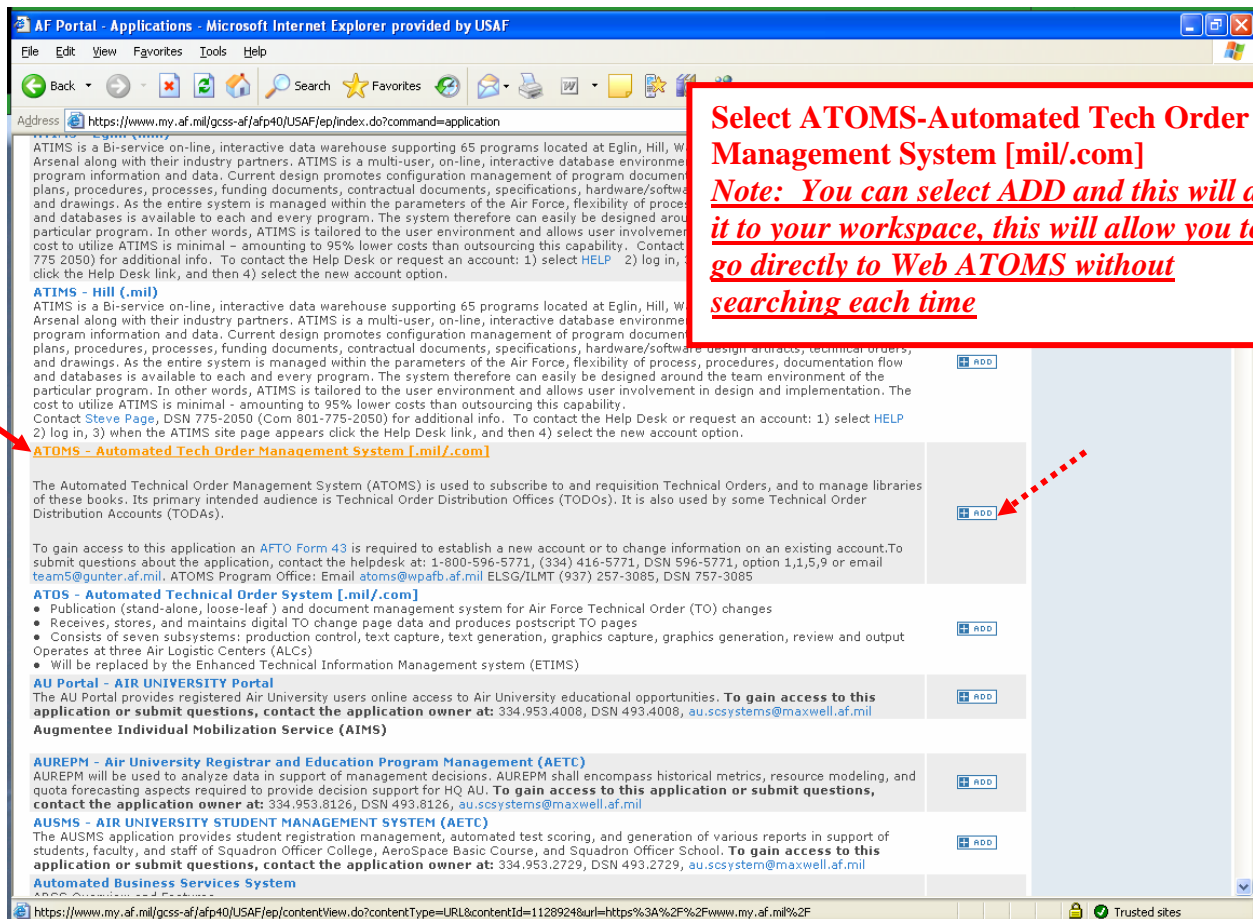


Figure 6

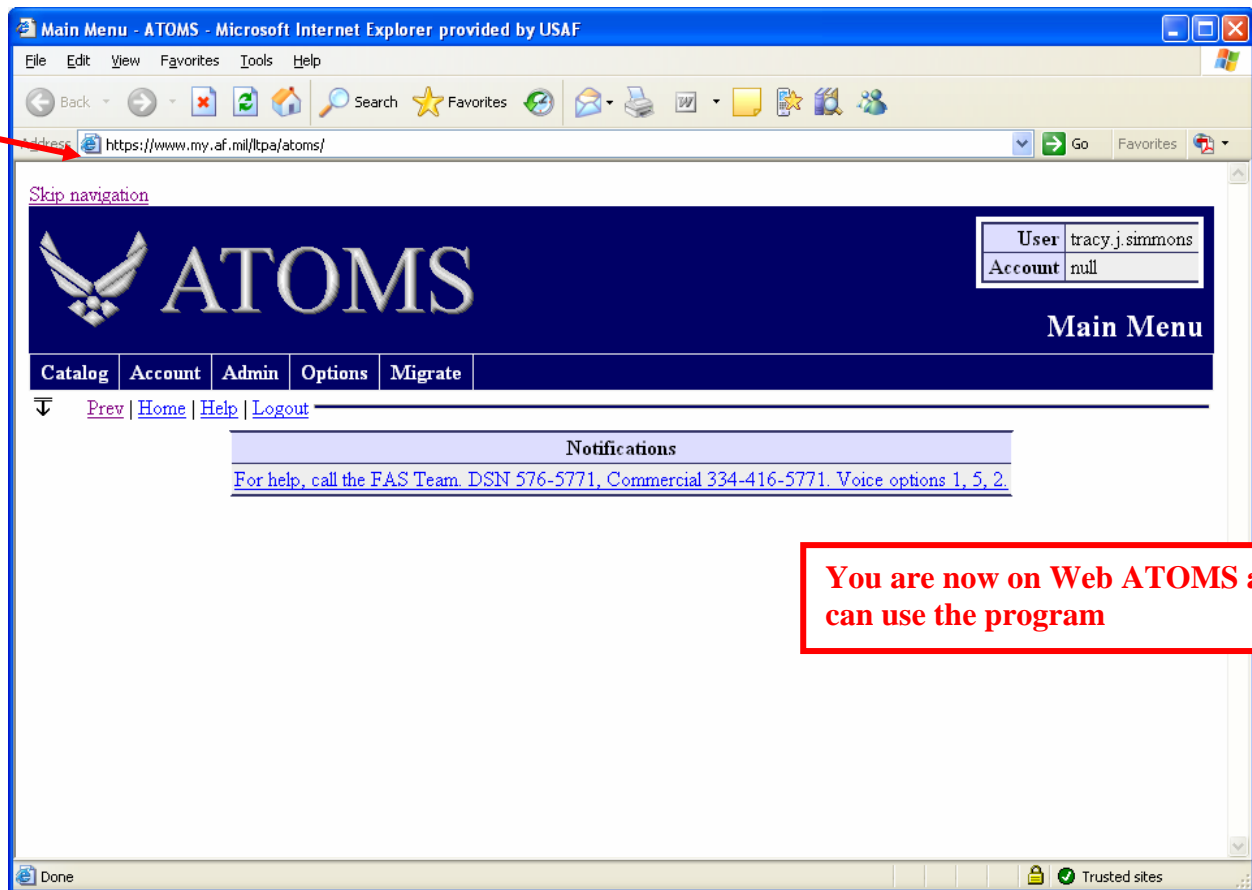
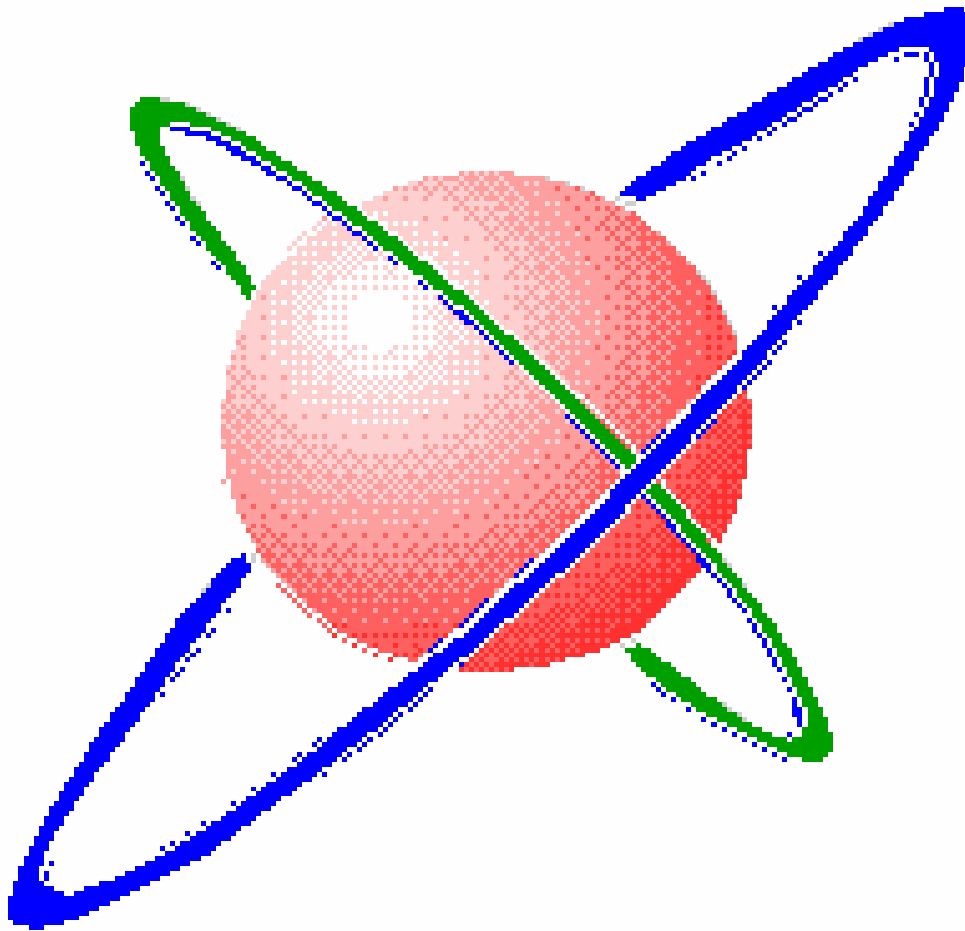


Figure 7

Having problems with your TO account, contact aac.wmbc.jcalsadmin@eglin.af.mil for assistance.

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Web ATOMS TODO FUNCTIONAL USERS GUIDE (USAF)



Appendix D: Subaccount Data Migration

Having problems with your TO account, contact aac.wmbe.icalsadmin@eglin.af.mil for assistance.

Data Migration

The following Training Aid was developed to provide visual instructions for migrating you Desktop ATOMS into Web ATOMS. This material is intended to provide users with the minimal requirements necessary to receive and document receipt of TOs. When the user becomes familiar with these screens the more advanced functions of this program can be utilized. Once all Desktop ATOMS databases have been migrated, this Appendix will be removed.

These instructions are based on the following assumptions:

1. The user has completed/reviewed one or all of the following: an AETC TODO Training course, an IDE ATOMS Training Workshop, ATOMS Web Based Tutorial http://www.pdsm.wpafb.af.mil/toprac/Tutorial2000/tutorial2000_index.htm, or a locally devised TODO training program.
2. The user is familiar with current USAF TO System policy and practices governing the management of a TO account IAW TO 00-5-series TOs and 21-3xx publications.

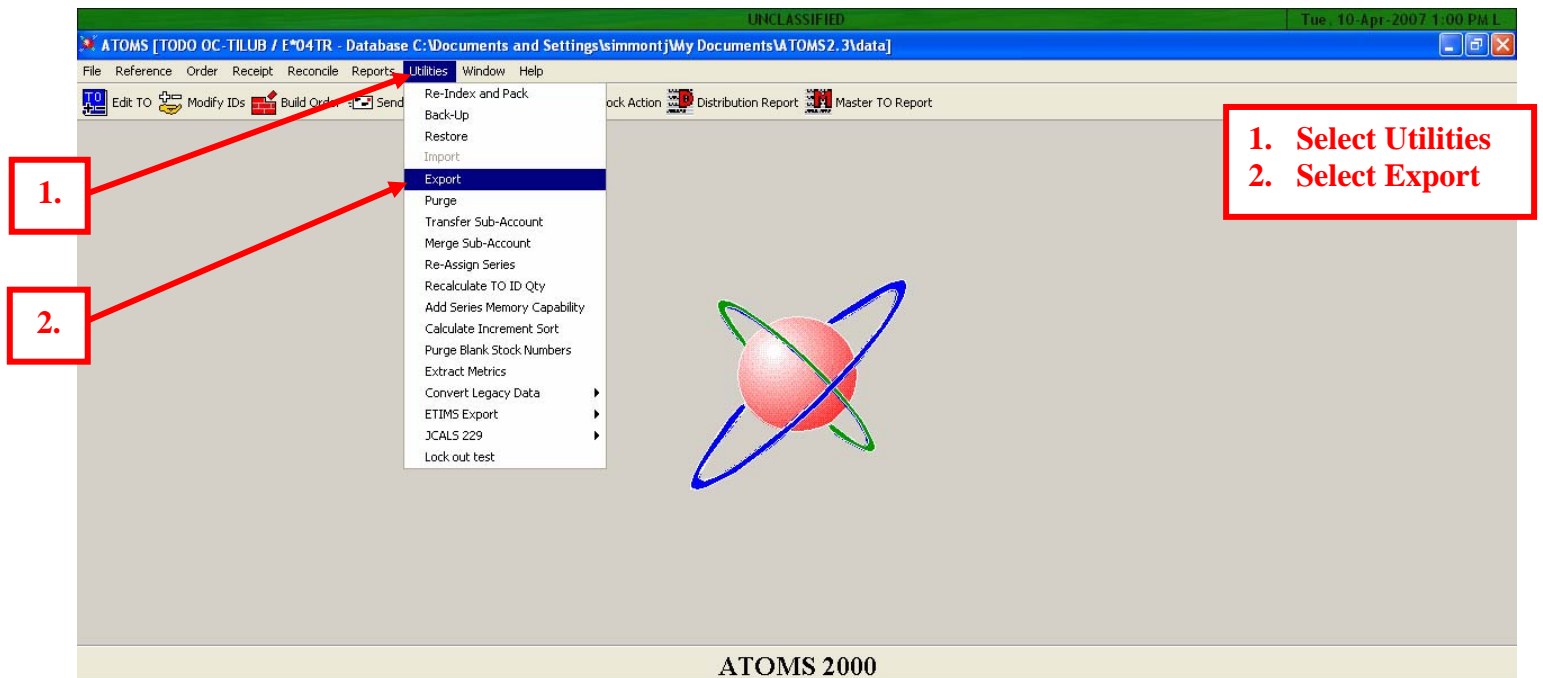


Figure 1

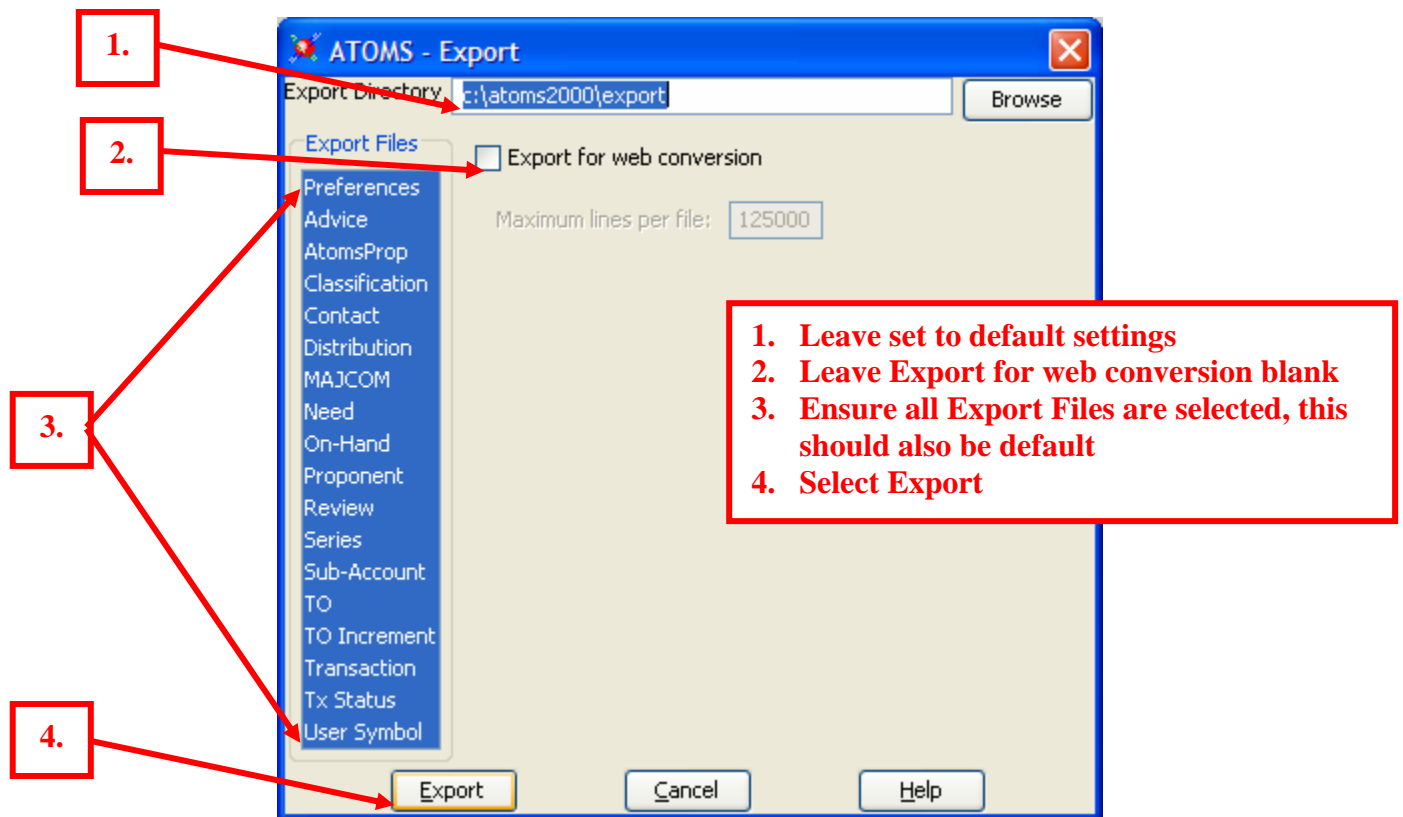


Figure 2

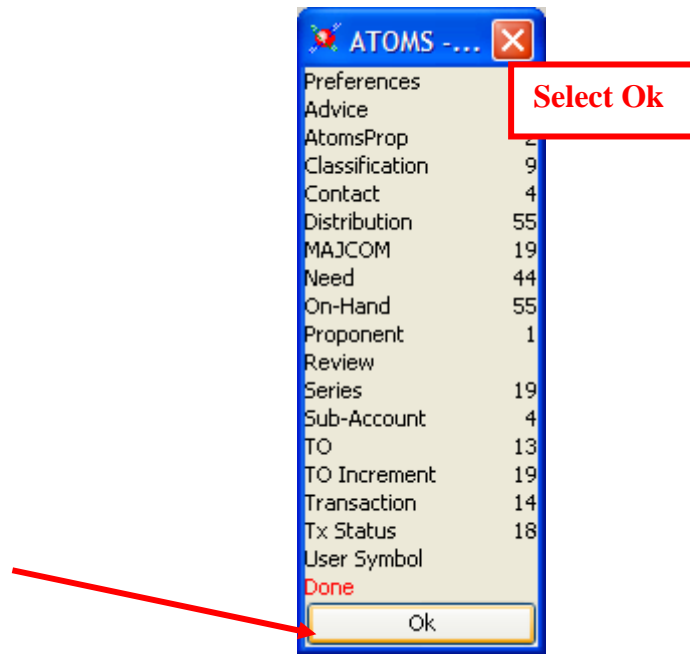


Figure 3

Note: You can now close your ATOMS program and open you Web ATOMS. Once this is done, do not go back to Desktop ATOMS and make any changes.

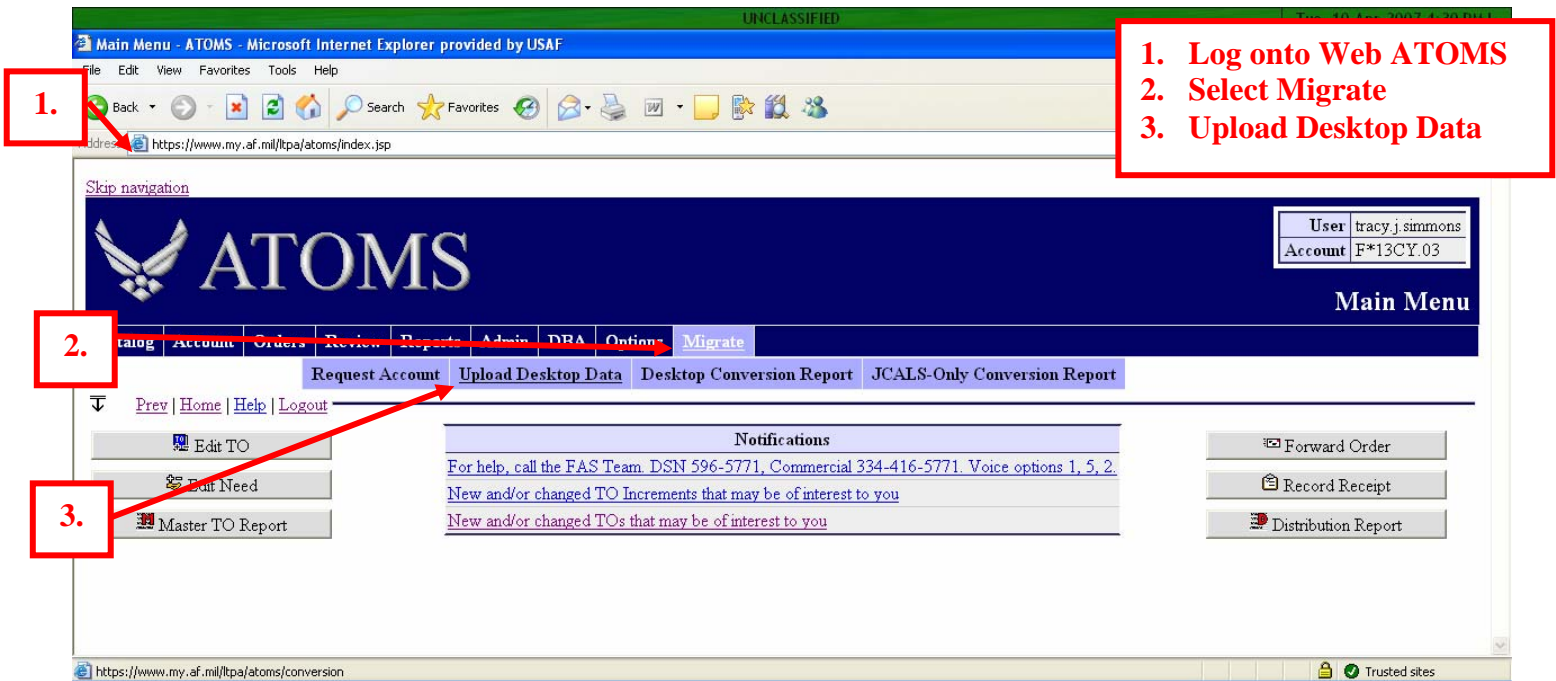


Figure 4

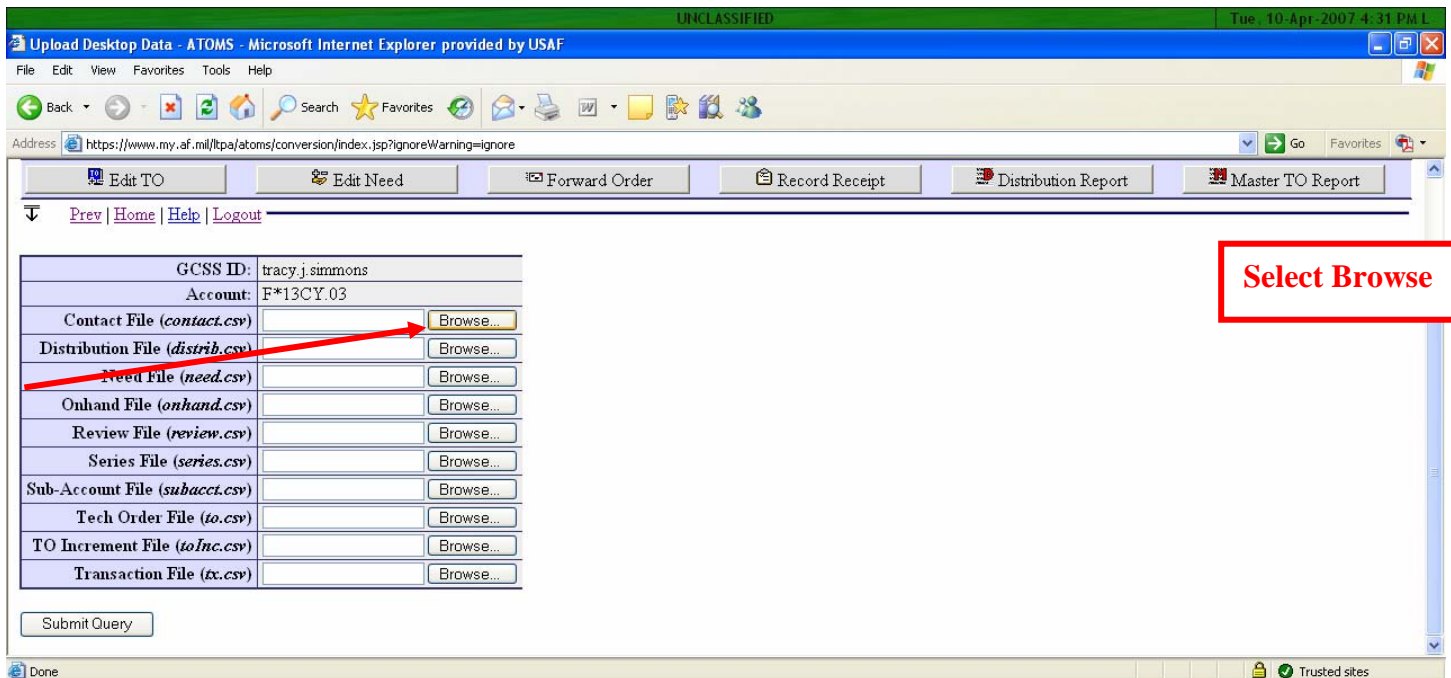


Figure 5

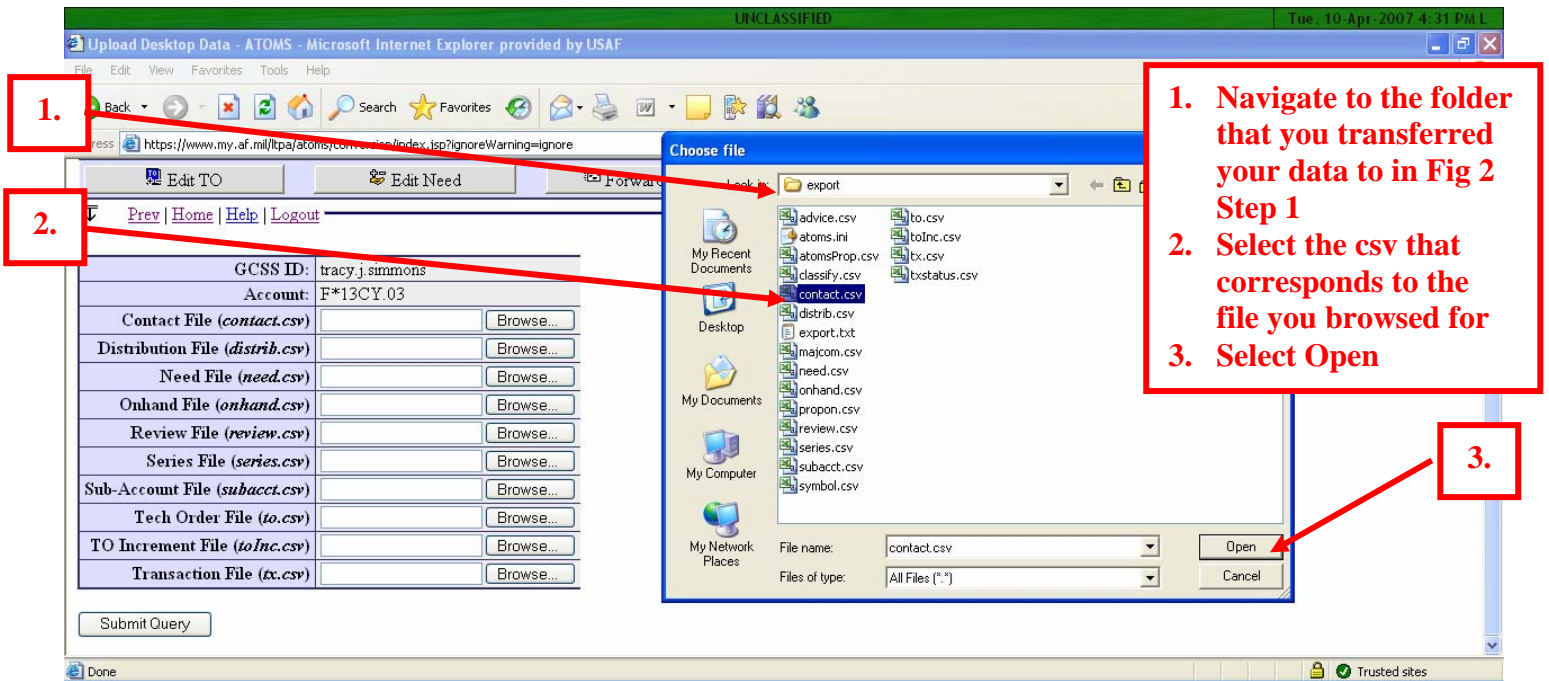


Figure 6

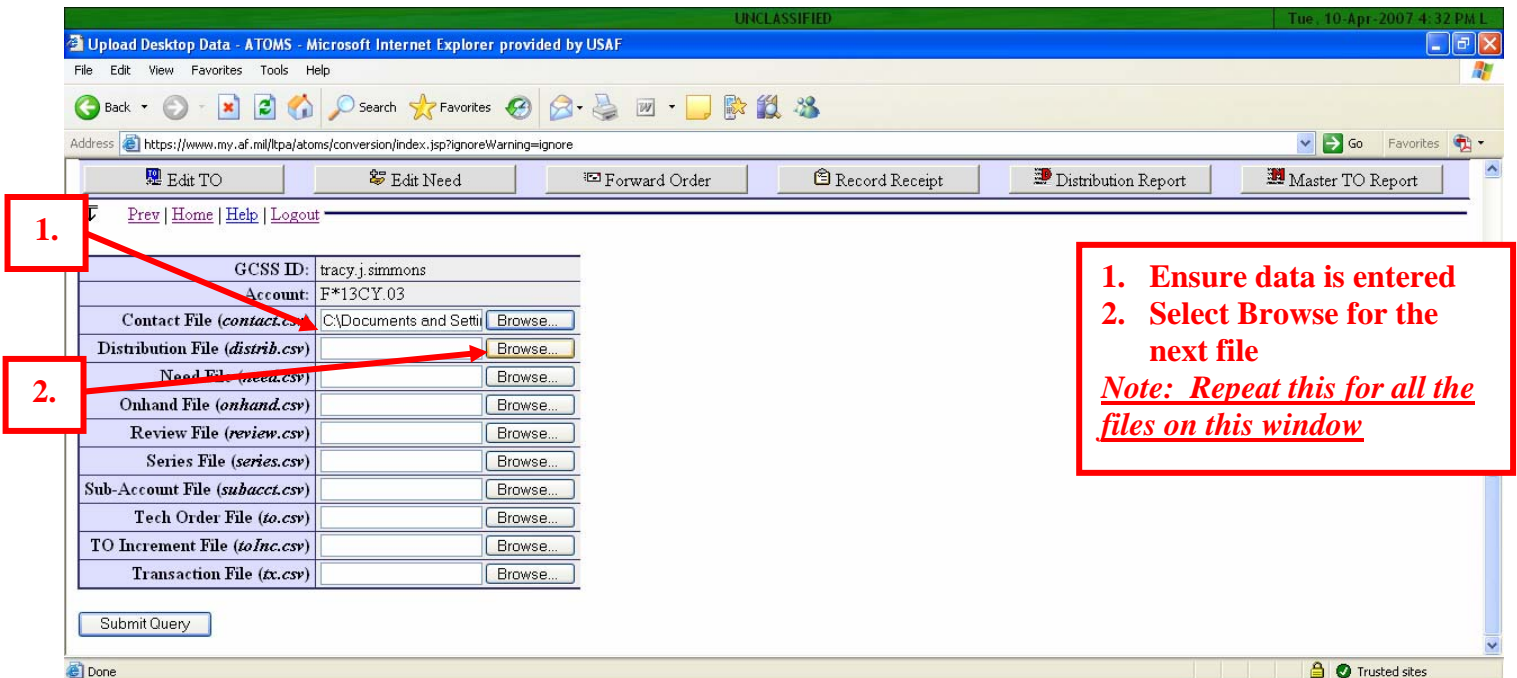


Figure 7

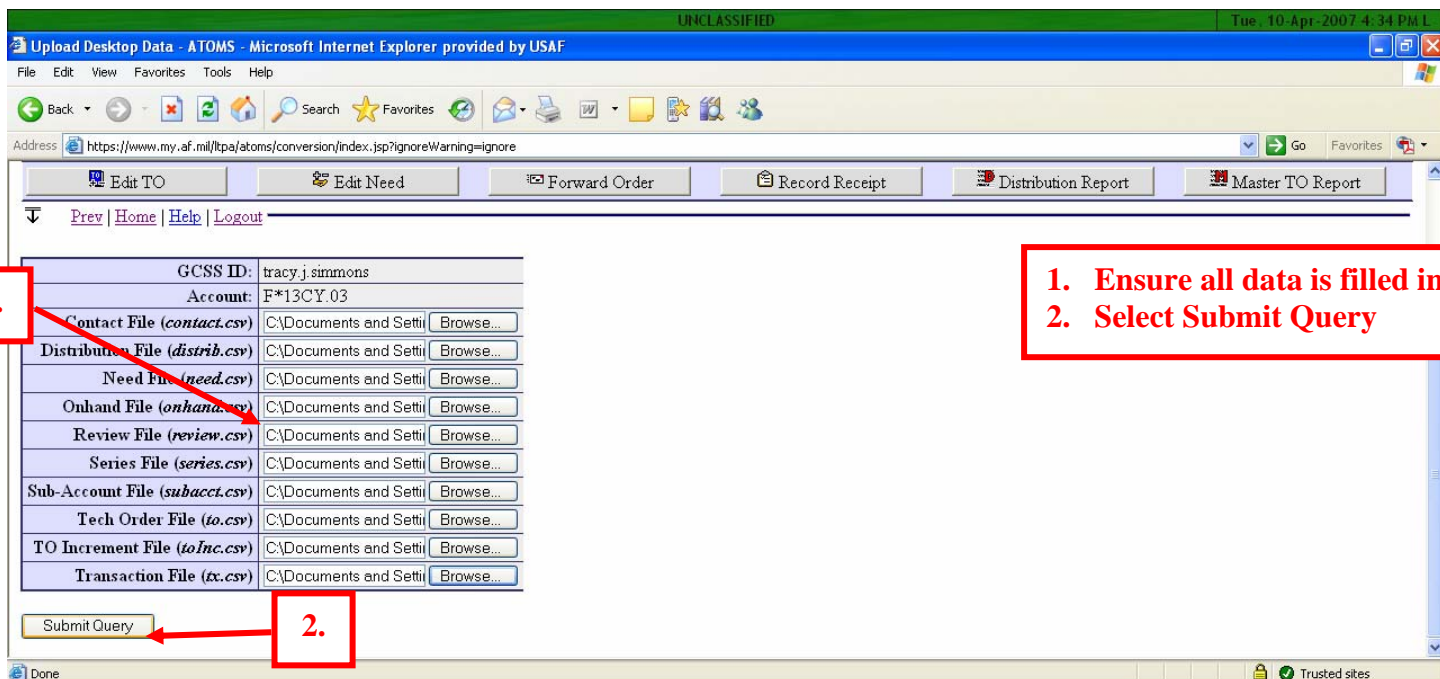


Figure 8

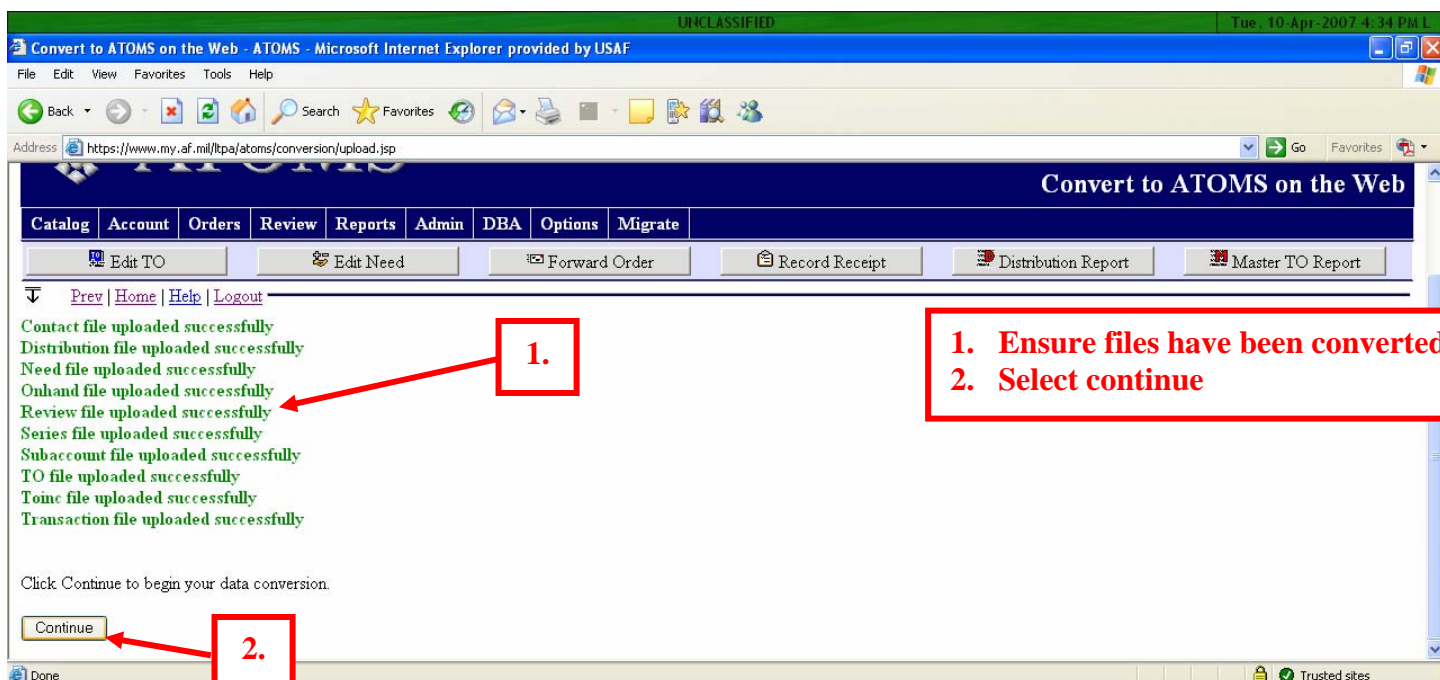


Figure 9

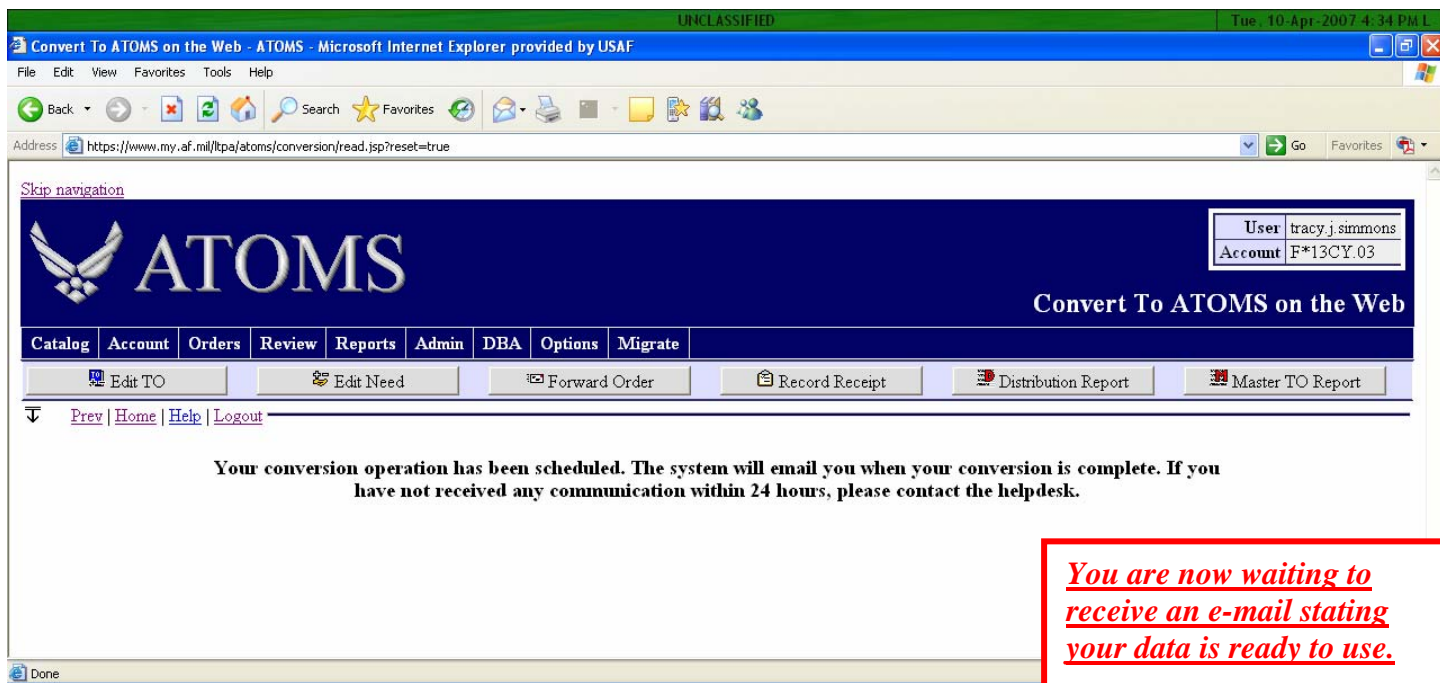


Figure 10

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